

GUAM FIRE DEPARTMENT

Standard Operating Procedures

Book 3 Emergency Operations

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GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	I - Alarms and Response Procedures
Subject:	Alarm Response Procedures
Code:	3-I-1
Revised:	Draft

1.01 PURPOSE

- A. To provide uniform response guidelines to various emergencies and non-emergencies.
- B. To provide a minimum response time to alarms.
- C. To identify inherent safety hazards in emergency responses.

1.02 POLICY

- A. The Guam Fire Department apparatus responses to emergencies, non-emergencies, and operations shall endeavor to conform to those policies and procedures contained herein.
- B. It shall be the policy of this department to respond to all emergency alarms on the island within five (5) minutes of receiving an alarm.
- C. In non-emergency situations the department shall endeavor to handle these situations as quickly as time, equipment, and resources allow.

1.03 CLASSIFICATION OF ALARMS

- A. Box Alarms (multiple units)
 - 1. Any fire reported within a structure.
 - 2. Any fire reported adjacent to a structure.
 - 3. Any alarm device sounding for structure.
 - 4. Building collapse.
 - 5. Any odor of smoke inside a structure.
 - 6. Anytime the Officer In Charge or District Commander feels the alarm should be a full response.
 - 7. Commercial vehicle extrication.
- B. Still Alarms (single apparatus)
 - 1. Vehicle fires with no exposures.
 - 2. Automobile accident.
 - 3. Investigations
 - 4. Emergency medical calls.
 - 5. Details (wash downs, water problems, etc.)
 - 6. Brush or grass fires with no exposures.
 - 7. Tree fire.
 - 8. Utility shut off.
 - 9. Lockout with children inside or the engine is running.
 - 10. Person trapped on an elevator.
 - 11. Any hazardous materials incident.
 - 12. Carbon monoxide inside structure.
 - 13. Special Alarm (non-emergency)
- C. Service calls (broken water pipes, or hydrants, flooded homes) with no hazards.
 - 1. Animal trapped or stuck in a tree.

1.04 PROCEDURES

A. Alarm Responses

1. It shall be the policy of this department that box alarms on the island shall be answered with two (2) engine companies, one (1) rescue company, and one (1) medic unit. In those areas where there is a potential for large loss of life or property the response shall be with three (3) engine companies, two (2) rescue companies, and two (2) medic units.
2. All responses on the island that are still alarms shall be answered with one (1) engine company or (1) rescue company as appropriate.
3. A chief officer shall be dispatched on all box alarms within the assigned district.
4. Safety
 - a. All apparatus shall proceed to emergency alarms with all available emergency warning devices operating (sirens, lights, horns).
 - b. All apparatus shall stop at all traffic lights and signs.
 - c. All apparatus drivers shall operate emergency vehicles in a safe manner taking into account traffic and weather conditions.
 - d. Under no conditions shall apparatus exceed the maximum of ten (10) miles per hour over the posted speed limit, as determined by the traffic and weather conditions.
 - e. All personnel shall wear seat belts while apparatus is in motion.
 - f. Multiple responding apparatus shall communicate when approaching common intersections.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	I - Alarms and Response Procedures
Subject:	Alarm Response Areas
Code:	3-I-2
Revised:	Draft

2.01 PURPOSE

To insure the most rapid response to any given geographical area within the Island of Guam.

2.02 POLICY

- A. It shall be the policy of this department that each station has a predetermined, clearly defined first-in response area.
- B. In the event the first-in unit is unavailable, the next closest unit will be dispatched.

2.03 PROCEDURE

This section establishes the area of coverage for Fire Suppression, EMS, and Rescue units. On Duty 911 Call-Taker(s) and or Fire Dispatcher(s) shall decide, based on the following guidelines, what responding unit(s) to send to an Emergency Alarm at the time the call is received, unless otherwise directed by the appropriate District Commander.

A. NORTHERN DISTRICT

1. TAMUNING FIRE STATION

a. Engine-1

- (1) First Due Unit, Area of Coverage: Intersection of Route 1 and 14 (Australian Cable) to the intersection of Route 1 and 8. All of Route 14. Intersection of Route 16 and 10A to the intersection of Route 1 and 10A. All of Tumon, Tamuning, parts of Harmon Industrial Park up to JL Baker (warehouse) and parts of Upper Tumon.
- (2) Primary Assisting Unit, Area of Coverage: Intersection of Route 1 and Route 16 and all emergencies within the areas between Route 10A and Route 1. Route 8 up to 7A and in towards Route 4. Intersection of Route 1 and Route 4 up to Route 4 and Chalan Canton Tutuyan, Sinajana. All areas between Routes 1 and 8. All of Sinajana, Agana, and Tiyan. Some areas of Maite.

b. High Rise Unit:

- (1) All major structure fires including: Warehouses, hotels, department stores, multiple structures and as directed by the Incident Commander.

c. Medic-1:

- (1) Primary area of coverage: Intersection of Route 1 and 14 (Australian Cable) to the intersection of Route 1 and 8. All of Route 14.

Intersection of Route 16 and 10A to the intersection of Route 1 and 10A. Intersection of 1 and 8 to Intersection of 1 and 6 (Adelup). Intersection of Route 1 and Route 4 to Route 4 (Chaot Bridge). All of Tumon, Tamuning, Sinajana, Maina, parts Harmon Industrial Park up to JL Baker (warehouse) and parts of Upper Tumon.

2. SINAJANA FIRE STATION

a. Engine-2

- (1) First Due Primary Unit, Area of Coverage Intersection of Route 4 and 10 (including Chalan Ping Pago) to Intersection of Route 1 and 4. Intersection of Route 4 and Maimai Road to Konga Road, to include Maimai Road. Intersection of 1 and 8 to Intersection of 1 and 6 (Adelup). All of Route 7A up to Route 8. All of Ordot, Sinajana, Agana Heights, Agana, Anigua, Lower Maina, and the Adelup Complex.
- (2) Primary assisting unit, Area of coverage: Intersection of Route 1 and Route 6 (Adelup) to Route 11 (to include Commercial Port). Route 1 and Route 6 (Adelup) to Intersection of Route 6 and Murray Road. Intersection of Route 4 and Route 10 to Pago Bay Bridge (including all areas within Pago Bay). Intersection of Konga Road and Maimai Road to the intersection of Route 10 and Dairy Road. All areas Northeast of Route 10, up to Route 15 (Fadian Point) and Route 16 (Guam Main Facility).

3. BARRIGADA FIRE STATION

a. Engine-3:

- (1) First Due Primary Unit, Area of Coverage: Intersection of Route 1 and Route 8 to areas north of Route 8. Intersection of Route 8 and Route 16 to the overpass. All of Route 10. Intersection of Konga Road and Maimai Road to Intersection of Route 15 and Route 26 (Carnation Road). All of Radio Barrigada, the Admiral Nimitz Golf Course area, and Bello Road. All of Barrigada, Mangilao, Mongmong, Toto, Maite, and the Tiyan Complex.
- (2) Primary Assisting Unit, Area of Coverage: Intersection of Route 8 and 7A to intersection of Route 4 and 7A.

b. Medic-3:

- (1) Primary Area of Coverage: Intersection of Route 1 and Route 8 to areas north of Route 8. Intersection of Route 8 and Route 16 to the overpass. Intersection of Route 8 and 7A to intersection of Route 4 and 7A. All areas between Routes 8, 7A and 4. All of Route 10. Intersection of Route 10 and Maimai Road through Dairy Road to Route 4. Intersection of Route 10 and Route 15 to intersection of Route 15 and Route 26 (Carnation Road). All of Radio Barrigada, the Admiral Nimitz Golf Course area, Bello Road, Barrigada, Mangilao, Mongmong, Toto, Maite, and the Tiyan Complex.

4. DEDEDO FIRE STATION

a. Engine-4:

- (1) First Due Primary Unit, Area of Coverage: All of Route 1 from the intersection of Route 1 and 14 (Australian Cable) to Ypao-pao Estates, to include Ypao-pao Estates. Intersection of Route 1 and Route 28 (Y-sengsong Road) to Route 28 (Y-sengsong Road, Coral pit). Intersection of Route 1 and Route 16 to intersection of Route 16 and Route 10A,

including areas surrounding Ft Juan Muna, Harmon Flea Market, and Harmon Cold Storage. Intersection of Route 1 and Route 26 (Carnation Road) to intersection of Route 15 and Route 26 (Carnation Road), to include Marbo Cave Area. All areas between Routes 1, 3, and 34. All areas along Harmon Cliff Line and Two Lover's Point. Areas of Upper Tumon, Harmon, Dededo, Mangilao.

- (2) Primary Assisting Unit, Area of Coverage: Route 1 (Y-paopao Estates) to Route 1 Chalan LeChance, to include Chalan LeChance. Intersection of Route 16 and Route 10A to Route 16, Guam Main Facility. Intersection of Route 15 and Route 26 (Carnation Road) to Route 15, (Fadian Point Road), to include Fadian Point Road. Intersection of Route 15 and Route 26 (Carnation Road) to Anderson Air Force Base (AAFB) back gate. Intersection of Route 1 and Route 14 (Australian Cable) to intersection of Route 1 and Route 10A. Route 28 (Ysengsong Road, Coral pit) to intersection of Route 3 and Route 28 (Ysengsong Road). Intersection of Route 1 and Route 3 to Mabalo Drive (Fern Terrace), to include Fern Terrace.

b. Medic-4:

- (1) Primary Area of Coverage: All of Route 1 from the intersection of Route 1 and 14 (Australian Cable) to Ypao-pao Estates, to include Ypao-pao Estates. Intersection of Route 1 and Route 28 (Ysengsong Road) to Route 28 (Y-sensong Road, Coral pit). Intersection of Route 1 and Route 16 to intersection of Route 16 and Route 10A, including areas surrounding Ft Juan Muna, Harmon Flea Market, and Harmon Cold Storage. Intersection of Route 1 and Route 26 (Carnation Road) to intersection of Route 15 and Route 26 (Carnation Road), to include Marbo Cave Area. All areas between Routes 1, 3, and 34. All areas along Harmon Cliff Line and Two Lover's Point. Areas of Upper Tumon, Harmon, Dededo, Mangilao.

5. YIGO FIRE STATION

a. Engine-10:

- (1) First Due Primary Unit, Area of Coverage: Route 1 (Ypaopao Estates) to intersection of Route 9 and Chalan Emsley. Route 15 (AAFB back – gate) to intersection of Route 15 and Route 26 (Carnation Road). Intersection of Route 1 and Mataguac Avenue to intersection of Mataguac Avenue and Chalan Kabesa. All of Yigo, parts of Dededo.
- (2) Primary Assisting Unit, Area of Coverage: All areas between Routes 15, 1, 16, and 27 (Harmon Loop Road). Route 9, Chalan Emsley to Route 3, Mabola Drive (Fern Terrace). Intersection of Route 15 and Route 26 (Carnation Road) to Route 15 (Fadian Point Road), to include Fadian Point Road.

b. Medic-10:

- (1) Primary Area of Coverage: Route 1 (Ypaopao Estates) to intersection of Route 9 and Route 3 (Potts Junction), and all areas to Ritidian Point. Route 15 (AAFB back –gate) to intersection of Route 15 and Route 26 (Carnation Road). Intersection of Route 1 and Mataguac Avenue through Niyok, through Chalan Koda to intersection of Route 28 (Y-sengsong Road) and Chalan Koda. All of Yigo, parts of Dededo and Mangilao.

6. ASTUMBO FIRE STATION

a. Engine-12:

- (1) First Due Primary Unit, Area of Coverage: Intersection of Route 1 and Route 3 to intersection of Route 9 and Chalan Emsley. Intersection of Route 3 and Route 34 to Tanguisson Beach, and all areas north of this boundary. Intersection of Route 3 and Route 28 (Y-sengsong) to Route 28 (Y-sengsong), Coral Pit. Intersection of Route 28 (Y-sengsong) and Chalan Koda through Chalan Niyok, through Chalan Mataguac to the intersection of Chalan Mataguac and Chalan Kabesa.
- (2) Primary Assisting Unit, Area of Coverage: Intersection of Route 1 and Chalan LeChance to the intersection of Route 9 and Chalan Emsley. Route 28 (Y-sengsong Road), Coral Pit to intersection of Route 1 and Route 28 (Y-sengsong Road). Intersection of Route 1 and Route 28 (Y-sengsong Road) to intersection of Route 1 and Route 3. Areas between Routes 1, 27, and 16. All of Route 34 to Harmon Cliff Line.

b. Medic-12:

- (1) Primary Area of Coverage: Intersection of Route 1 and Route 3 to intersection of Route 9 and Chalan Emsley. Intersection of Route 3 and Route 34 to Tanguisson Beach, and all areas north of this boundary. Intersection of Route 3 and Route 28 (Y-sengsong) to Route 28 (Y-sengsong), Coral Pit. Intersection of Route 28 (Y-sengsong) and Chalan Koda through Chalan Niyok, through Chalan Mataguac to the intersection of Chalan Mataguac and Chalan Kabesa.

c. Advance Life Support Unit-1 (ALS-1):

- (1) Primary Area of Coverage: Route 1 (Anderson Main Gate) to intersection of Route 1 and Route 30 (Camp Watkins Road), to include Route 30 (Camp Watkins Road). Intersection of Route 1 and Route 9 to intersection of Route 1 and Route 3. Route 15 (AAFB Back Gate) to intersection of Route 15 and Fadian Point Road. All of Route 16. Intersection of Route 1 and Route 10A to Intersection of Route 16 and Route 10A, to include the Guam International Airport. All of Yigo, Dededo, Tumon, Barrigada Heights. Parts of Mangilao and Tamuning.

B. SOUTHERN FIRE DISTRICT

1. AGAT FIRE STATION:

a. Engine-5:

- (1) First Due Unit, Area of Coverage: Intersection of Route 1 and 2A, through Route 2 to Cetti Bay Overlook. Intersection of 2A and 5 through Route 12 to Route 2. Intersections of Route 5 and Route 17 to Apra Vista Road (Calvo Chapel). Areas outside of Naval Station back gate. All of Agat and Santa Rita, parts of Sumay, Apra Heights, Windward Hills.
- (2) Primary Assisting Unit: Intersections of Route 1 and Route 2A to Route 6 (Top of the Mar). From Intersection of Route 17 and Apra Vista road to Intersection of Route 17 and Route 4A. Route 4 Cetti Bay Overlook to Umatac/Merizo Fire Station, including Umatac Sub-division.

b. Medic-5:

- (1) First Due Unit, Area of Coverage: Intersection of Route 1 and Route 6 (Adelupe) to Naval Station (Main Gate), to include all of Nimitz Hill.

Intersection of Route 1 and 2A, through Route 2 to Cetti Bay Overlook. Intersection of 2A and 5 through Route 12 to Route 2. Intersections of Route 5 and Route 17 to Apra Vista Road (Calvo Chapel). Areas outside of Naval Station back gate. All of Agat, Santa Rita, Apra Heights, Asan, Piti. Parts of Sumay, Windward Hills.

2. INARAJAN FIRE STATION

a. Engine-6:

- (1) First Due Unit, Area of Coverage: Route 4, Inarajan (Ajayan Bridge) to intersection of Route 4 and 4A and all areas in between. All of Inarajan and Malojloj, parts of Talofoto.
- (2) Primary Assisting Unit: Route 4 (Ajayan Bridge) to Merizo (Toguan Bridge). Intersection of Route 4 and Route 4A to Route 4 (Togcha Bridge). Intersection of Route 4 and Route 4A to Intersection of Route 17 and Route 4A.

b. Medic-6:

- (1) Primary Area of Coverage: Route 4, Inarajan (Ajayan Bridge) to intersection of Route 4 and 4A and all areas in between. All of Inarajan and Malojloj, parts of Talofoto.

3. PITI FIRE STATION

a. Engine-7:

- (1) First Due Unit, Area of Coverage: Intersection of Route 1 and Route 6 (Adelupe) to front gate of Naval Station, including all areas outside of Navy jurisdiction. All of Route 11 into Commercial Port. All areas between the intersection of Route 1 and Route 6 (Veteran's Cemetery) to Intersection of Route 1 and Route 6 (Adelupe). Ship Repair Facility Compound.
- (2) Primary Assisting Unit: Intersection of Route 6 and Route 1 (Adelupe) to Intersection of Route 1 and 5th Street Agana (Staywell Building). Intersection of Route 1 and Route 2A to Intersection of Route 2A and Route 12. All of Route 12. Intersection of Route 2A and Route 5 through all of Route 5. Intersection of Route 5 and Route 17 to intersection of Route 17 and Apra Vista Road (Calvo Chapel).

b. Advance Life Support-2 (ALS-2):

- (1) Intersection of Route 1 and Route 30 (Camp Watkins) to Route 1 Naval Station (Front Gate). All of Route 2A through Route 2 through Route 4 to intersection of Route 1 and Route 4, to include all areas in-between. Intersection of Route 1 and Route 8 to intersection of Route 8 and Route 10, to include all of Tiyan. All of Route 10. Intersection of Route 10 and Route 15 to Route 15 (Fadian Point). All of Tiyan, Barrigada, Mongmong, Toto, Maite, Agana, Agana Heights, Sinajana, Maina, Nimitz Hill, Asan, Piti, Agat, Santa Rita, Umatac, Merizo, Inarajan, Malojloj, Talofoto, Ipan, Windward Hills, Apra Heights, Yona, Ordot, Chalan Pago and parts of Mangilao.

4. UMATAC/MERIZO FIRE STATION

a. Engine-8:

- (1) First Due Unit, Area of Coverage: Route 2, (Cetti Bay Overlook) to Route 4 (Ajayan Bridge). All of Merizo and Umatac.

- (2) Primary Assisting Unit: Route 2 (Cetti Bay overlook) to Intersection of Route 2 and Route 12. Route 4 (Ajayan Bridge) to Route 4 (Ija Subdivision, Inarajan Cemetery).

b. Medic-8

- (1) Primary Area of Coverage: Route 2, (Cetti Bay Overlook) to Route 4 (Ajayan Bridge). All of Merizo and Umatac.

5. YONA FIRE STATION

a. Engine-9:

- (1) First Due Unit: Area of Coverage: Intersection of Route 4 and Route 17 to intersection of Route 4 and Route 10, to include Inalado Road and all areas of Pago Bay. Leo Palace Access Road (Yona) to Water Pump Station. All of Leo Palace Resort Area. All of Yona and Pago Bay.
- (2) Primary Assisting Unit: Intersection of Route 4 and Route 17 to Intersection of Route 17 and Route 4A. Leo Palace Access Road, Yona (Water Pump Station) to Intersection of Access Road and Dero Drive, Ordot. All areas northeast of Route 10 to the intersection of Route 10 and Route 15.

b. Medic-9:

- (1) Primary, Area of Coverage: Intersection of Route 4 and Route 17 to intersection of Route 4 and Route 10, to include Inalado Road and all areas of Pago Bay. Leo Palace Access Road (Yona) to Water Pump Station. All of Leo Palace Resort Area. All of Yona and Pago Bay.

6. TALOFOFO FIRE STATION

a. Engine-11:

- (1) First Due Unit, Area of Coverage: Intersection of Route 4 and Route 4A to intersection of Route 4A and Route 17. Intersection of Route 4 and Route 17 to intersection of Route 17 and Apra Vista Road (Calvo Chapel), Windward Hills. All of Talofofo, Ipan, and Baza Gardens. Part of Windward Hills.
- (2) Primary Assisting Unit: Intersection of Route 4A and Route 17 to Bordallo Overlook, to include Del Carmen Condominium. Intersection of Route 4 and Route 4A to Inarajan Cemetery.

b. Medic-11:

- (1) Primary Area of Coverage: Intersection of Route 4 and Route 4A to intersection of Route 4A and Route 17. Intersection of Route 4 and Route 17 to intersection of 4 and Apra Vista Road (Calvo Chapel), Windward Hills. All of Talofofo, Ipan, and Baza Gardens. Part of Windward Hills.

B. RESCUE UNITS

1. Rescue-1:

- a. First Due Unit, Area of Coverage: All areas within Northern Firefighting District.
- b. Primary Assisting Unit: All areas within Northern Firefighting District.

2. Rescue-2

(1) Land Response:

- (a) First Due Primary Unit, Area of Coverage: Intersection of Route 4 and 10 (including Chalan Ping Pago) to Intersection of Route 1 and 4. Intersection of Route 4 and Maimai Road to Konga Road, to include Maimai Road. Intersection of 1 and 8 to Intersection

of 1 and 6 (Adelupé). All of Route 7A up to Route 8. All of Ordóñez, Sinajana, Agaña Heights, Agaña, Anigua, Lower Maina, and the Adelup Complex.

(2) Sea Rescue Response:

- (a) First Due Unit, Area of Coverage: All areas from Glass Breakwater, Apra Harbor northbound to Pati Point, around the northern tip of the island to Pago Bay, to approximately 10 miles off-shore, or as specified in Memorandum of Understanding with U.S. Coast Guard.
- (b) Primary Assisting Unit, Area of Coverage: Inside Apra Harbor, from Glass Breakwater south towards Cocos Island around the southern tip of the island and north towards Pago Bay including all areas up to approximately 10 miles off-shore, or as specified in Memorandum of Understanding with U.S. Coast Guard.

3. Rescue-3:

a. Land Response:

- (a) First Due Unit, Area of Coverage: All areas within Southern Firefighting District.
- (b) Primary Assisting Unit: All areas within Northern Firefighting.

b. Sea Rescue Response:

- (a) First Due Unit, Area of Coverage Inside Apra Harbor, from Glass Breakwater south towards Cocos Island around the southern tip of the island and north towards Pago Bay including all areas up to approximately 10 miles off-shore, or as specified in Memorandum of Understanding with U.S. Coast Guard.
- (b) Primary Assisting Unit, Area of Coverage: All areas from Glass Breakwater, Apra Harbor northbound to Pati Point, around the northern tip of the island to Pago Bay, to approximately 10 miles off-shore, or as specified in Memorandum of Understanding with U.S. Coast Guard.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	I – Alarms and Response Procedures
Subject:	Homeland Security Advisory System
Code:	3-I-3
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4.01 PURPOSE

To establish a plan of action in conjunction with the Office of Homeland Security in handling of emergencies and properly securing Fire Department buildings, equipment and personnel.

4.02 POLICY

- A. The Guam Fire Department shall respond all emergencies within the purview of the department during heightened alert levels.
- B. The department shall work in conjunction with the Homeland Security Advisor (Guam), the Office of Civil Defense and the Emergency Operations Center in its efforts to respond to threats.
- C. The department shall work closely with other Government of Guam Department/Agencies and other organizations to ensure the safety of the public as well as its personnel.
- D. For this Plan of Action, “anti-terrorism” shall be defined as preventive measures, while “counter-terrorism” will be defined as the proactive measures.

4.03 PROCEDURE

- A. **Low Condition (Green).** This condition is declared when there is a low risk of terrorist attacks. The department shall conduct the following measures during this condition.
 - 1. Refining and exercising as appropriate preplanned protective measures.
 - 2. Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department protective measures.
 - 3. Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.
 - 4. Maintain a list of all personnel including address and phone numbers.
 - 5. Identify alternative work sites.
 - 6. Identify key essential personnel to move essential services to other sites if necessary.
 - 7. Check communication primary and backup with emergency response and control centers.
 - 8. Review and update disaster/emergency response procedures.
 - 9. Provide the public with necessary information.

10. Increase security checks of all vehicles assigned to specific sections.
 11. Secure all buildings, rooms and storage areas not in regular use.
 12. Remind all personnel to be suspicious of all strangers, particularly those carrying suitcases or other containers.
 13. Be alert for suspicious vehicles in the vicinity of your facility and for abandoned packages or vehicles.
 14. Identify department critical infrastructures and apply low or no-cost countermeasures.
 - a. Develop procedures to improve daily information sharing with other local responders.
 - b. Review local protocols for incident command and unified command as needed. Devise creative methods for emergency joint communications using existing equipment.
 - c. Conduct time-efficient, inexpensive walk-through drills and tabletop exercises with all local responding agencies.
 - d. Invite other local response organizations to observe or participate in full-scale department exercises planned for the future.
 15. Review all plans and logistic requirements for implementation of Threat Level Blue.
- B. **Guarded Condition (Blue).** This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, the department shall conduct the following measures during this threat condition.
1. Checking communications with designated emergency response or command locations.
 2. Review and complete the required actions for Threat Level Green
 3. Check communication primary and backup with emergency response and control centers.
 4. Review and update emergency response procedures.
 5. Provide the public with any information that would strengthen its ability to act appropriately.
 6. Increase security checks of all vehicles assigned to the department.
 7. Secure all buildings, rooms and storage areas not in regular use.
 8. Remind all personnel to be suspicious of all strangers, particularly those carrying suitcases or other containers.
 9. Be alert for suspicious vehicles in the vicinity of your facility and for abandoned packages or vehicles.
 10. Assign duty officers who maintain key response plans and are responsible for carrying out guidance security plans.
 11. At the beginning and end of each workday and at regular intervals inspect the interior and exterior of your facilities for suspicious activities and packages.
 12. Establish alternate staging locations.
 13. Check all deliveries to your facilities.
 14. Check all facility lighting, locks and fencing for serviceability and use. Take steps to have deficiencies repaired.
 15. Reduce the number of entrances to each facility (Channel traffic for better control).
 16. Review all plans and logistic requirements for implementation of Threat Level Yellow.
 17. Review and update emergency response procedures.

18. Providing the public with any information that would strengthen its ability to act appropriately.
- C. **Elevated Condition (Yellow).** An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the department shall conduct the following measures during this threat condition.
1. Increasing surveillance of critical locations.
 2. Coordinating emergency plans as appropriate with nearby jurisdictions.
 3. Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measure.
 4. Review and complete the required actions for Threat Levels Green and Blue
 5. At the beginning and end of each workday and at regular intervals inspect the interior and exterior of your facilities for suspicious activities, packages and vehicles.
 6. Reduce the number of entrances to your facility. Close all bay doors if applicable.
 7. Review and coordinate emergency plans with nearby jurisdictions.
 8. Assess the precise characteristics of the threat information for further refinement of pre-planned protective measures of targeted facilities or functions.
 9. Implement, as appropriate, contingency and emergency response plans.
 10. Start using contingency and emergency response plans as required.
 11. Remind all vehicle operators to lock parked vehicles and do walk around checks.
 12. Inform all personnel on the general situation.
 13. Move vehicles, trash receptacles and other containers at least 50 feet from buildings.
 14. Increase surveillance of critical locations.
 15. Consider inspecting and escorting all visitors, carried items, and containers.
 16. Consider restriction of deliveries and/or by appointment only.
 17. Consider placing essential personnel on standby.
 18. Maintain open communication by providing regular information releases to stop rumors and prevent unnecessary alarm.
 19. Review procedures for Threat Level Orange.
 20. Implementing, as appropriate, contingency and emergency response plans.
- D. **High Condition (Orange).** A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, the department shall conduct the following measures during this threat condition.
1. Coordinating necessary security efforts with Federal and local law enforcement agencies or any National Guard or other appropriate armed forces organizations.
 2. Taking additional precautions at public events and possibly considering alternative venues or even cancellation.
 3. Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce.
 4. Restricting threatened facility access to essential personnel only.
 5. Review and complete the required actions for Threat levels Green, Blue and Yellow.
 6. Keep personnel responsible for implementing anti-terrorist plans available at their duty section.
 7. Suspend non-essential commercial deliveries or develop alternate mail delivery and sorting facilities.

8. Contact other key emergency organizations to confirm their emergency response plan procedures.
 9. Establish "Buffer Zones" around Key facilities by limiting parking, moving trash receptacles, and increasing periodic checks.
 10. Take additional precautions at public events, including pre-event security checks.
 11. Prepare to work alternating shifts and restricting access to essential personnel only. (Identified by photo ID and access rosters)
 12. Have emergency supplies on hand (equipment, materials, food, etc), shelters ready, and review procedures.
 13. Restrict key personnel, when not actually on duty, to immediate response (30 minutes).
 14. Prepare to execute contingency procedures, such as moving to an alternate site or dispersing the response units. In the alternative, are Task Force responses appropriate?
 15. Limit facility access points to the absolute minimum.
 16. Prepare to limit or eliminate all non-essential functions.
 17. Prepare to close all non-essential facilities.
 18. Account for all vehicles adjacent to facilities and increase security limit or eliminate parking within 50 feet of key facilities.
 19. Prepare to limit all administrative visits.
 20. All fire department personnel are required to wear their issued identification cards while on duty or when conducting business with the department while off duty.
 21. Require Positive ID for all visitors.
 22. Activate Response Activity Coordinators (RAC) at the Emergency Operational Centers (EOC).
 23. Check computer and telephone systems and notify the people who will staff the EOC.
 24. Make contact with the law enforcement counterpart in your area to share information and review emergency response plans.
 25. Be prepared to brief your local elected officials and the local news media, if requested.
 26. Prepare for security precautions by the federal and local governments, to increase readiness to prevent terrorism and plan accordingly.
 27. Encourage all citizens in your communities to review their own families' emergency response procedures to ensure that all family members know what to do, where to go and what their own emergency contingency plans are.
 28. Leave all exterior lighting on during periods of limited visibility.
 29. Maintain constant observation of apparatus and equipment kept outside of the station.
 30. Remain attentive for unexplained odors, powders, liquids, etc.
 31. Coordinate for personnel protection when at the scene of an incident.
 32. Arrange for aggressively restricted access to the proximate area of an incident.
 33. Diversify operational procedures to avoid consistent patterns.
 34. Encourage personnel to vary their routines and habits.
 35. Review procedures for Threat Level Red.
 36. Be extra cautious and vigilant during emergency responses outside the station.
 37. All bay doors (if applicable) and exterior doors shall be locked at all times.
- E. **Severe Condition (Red).** A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not

intended to be sustained for a substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, the department shall conduct the following measures during this threat condition.

1. Increasing or redirecting personnel to address critical emergency needs.
2. Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources.
3. Monitoring, redirecting, or constraining transportation systems.
4. Closing public and government facilities.
5. Activate and direct all Response Activity Coordinators (RAC) to the Emergency Operations Center (EOC) at the Office of Civil Defense or the alternate designated site.
6. The department will set protective measures to reduce its vulnerability and increase the ability to respond during a period of heightened alert, to include the execution of all necessary security measures of all department buildings, equipment and personnel.
7. Restrict Fire Department buildings to authorized personnel only.
8. Initiate guidelines to address the threat assessment and deploy personnel and equipment at strategic areas.
9. Continue to establish priorities necessary for ensuing public safety.
10. Re-evaluate priorities to ensure their efficiency and effectiveness and are in coordination with Homeland Security Plans.
11. All leave for uniformed and essential employees will be cancelled until further notice.
12. All personnel on Regular Day Off (RDO) will be on stand-by in the event of recall.
13. All non-essential programs, duties, training, projects, inspections, public education etc. will be cancelled to maximize personnel.
14. Ensure that the Communication Center (E911) is operating at an optimum level and that all units are properly equipped with mobile communication, as well as back up communication.
15. Complete all required actions under Threat Levels Orange, Yellow, Blue, and Green.
16. Assign emergency response personnel and pre-position specially trained teams to monitor, redirect and, in concert with the law enforcement counterpart in your area, constrain transportation for control and use.
17. Increase personnel to address critical emergency needs (Call back).
18. Control access to all facilities and require 100 % positive identification procedures.
19. Minimize or stop all administrative visits to your facilities.
20. Ensure all employees are aware of the situation/threat and they remain alert and report any unauthorized or suspicious activity.
21. Priority will be given to saving lives and protecting property, in that order.
22. Address critical emergency needs.
23. Wild land firefighting techniques may have to be applied to rural and urban fire situations, particularly where water systems are inoperative. In the case of multiple fires, firebreaks may be cleared and burning-out and backfiring techniques may be used.
24. Mobilize and pre-position specially trained teams or resources.
25. Adhere to any travel restrictions announced by governmental authorities.

26. Work with community leaders, emergency management, government agencies, community organizations, and utilities to meet the immediate needs of the community.
 27. Be prepared to work with a dispersed or smaller work force.
 28. Identification checks on everyone (i.e. – Driver's license retained at front office) and escort anyone entering a fire station or Department facility.
 29. Ensure mental health counselors are available for employees (and families).
 30. Listen to radio/TV for current information/instructions.
 31. All fire department personnel are required to wear their issued identification cards while on duty or when conducting business with the department while off duty.
 32. All bay doors (if applicable) and exterior doors shall be locked at all times.
- F. The Guam Fire Department will implement the established course of action in conjunction with its Plan of Action. Fire Department Headquarters will be located at the following designated area in the event of an emergency situation.
1. In the event of an emergency situation the Guam Fire Department's Headquarters will be situated at the Tiyan office on Central Blvd.
 2. In the event that the Tiyan office is compromised, Headquarters will relocate to the Communication Center (E911) at Seagull Ave., Tiyan.
 3. In the event that the Communications Center is compromised, Headquarters will relocate to Station 1(Tamuning) on Marine Drive.
 4. In the event that Station 1 is compromised, Headquarters will relocate to Station 7 (Piti) on Marine Drive.
 5. In the event that Station 7 is compromised, Headquarters will coordinate with the Office of Civil Defense and the Homeland Security Advisor (Guam) to acquire a new location.

HOMELAND SECURITY ADVISORY SYSTEM
SEVERE SEVERE RISK OF TERRORIST ATTACKS
HIGH HIGH RISK OF TERRORIST ATTACKS
ELEVATED SIGNIFICANT RISK OF TERRORIST ATTACKS
GUARDED GENERAL RISK OF TERRORIST ATTACKS
GREEN LOW RISK OF TERRORIST ATTACKS

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	Standard Company Operations
Code:	3-II-1
Revised:	Draft

1.01 PURPOSE

To inform fire department personnel of the functions of the various tactical units.

1.02 POLICY

- A. The Incident Commander, District Commander, and Company Officers operating at multiple company and/or multiple emergencies shall coordinate and integrate their efforts, task and functions so as to produce harmonious, effective and efficient operations.
- B. Incident commanders shall endeavor to utilize the various fire companies to their best advantage within the scope of their various standard functions, but may, if the need arises, utilize companies for any function, which may be required.
- C. Fire companies must maintain a level of flexibility, which will insure their ability to perform the functions of other types of companies (limited to available equipment and apparatus) as the situation demands.
- D. District Commanders and Company Officers shall insure that the fire companies, which they are assigned are able to perform the various functions designated for that company as well as maintain the level of flexibility necessary to perform other functions as required.

1.03 PROCEDURES

A. ENGINE COMPANY OPERATIONS

1. Search and rescue of victims of an emergency incident.
2. Protection of exposures, property and lives from threat of an emergency incident.
3. Confine the emergency incident to the smallest area as safety, resources, conditions, and time will allow.
4. Extinguish or mitigate all emergency incidents.
5. Conduct overhaul operations to insure that the emergency incident does not reoccur.
6. Provide adequate and efficient water supply to hose lines and other apparatus utilizing pressurized water.
7. Perform truck company operations if the need arises.

B. TRUCK COMPANY OPERATIONS

1. Search, rescue and treatment of injured victims and personnel.
2. Provide forcible entry.
3. Raise aerial and ground ladders.
4. Provide coordinated ventilation with fire attack.

5. Check for fire extension.
6. Provide on scene lighting.
7. Provide control of utilities.
8. Perform salvage and overhaul duties.
9. Perform extrication.
10. Perform engine company operations as the need arises.

C. SAFETY

1. All companies on the emergency scene shall coordinate activities to prevent undue injury to personnel.
2. Self-Contained Breathing Apparatus shall be worn on all fires and other incidents that the officer determines the safety of the personnel may be in jeopardy. The exceptions to breathing apparatus having to be worn may be for grass & woodland fires and medical incidents.
3. Full protective gear shall be worn by all members on an emergency incident and where the officer determines that the safety of the personnel may be in jeopardy. The exceptions to full protective gear being worn may be for grass & woodland fires and medical incidents.
 - a. It is important to remember that during medical incidents other forms of protective gear come into consideration and shall be worn for personnel protection. (i.e. surgical mask, gloves, eye protection).
4. The officer shall take into account weather and climatic conditions, and terrain when requiring full protective gear for emergency incidents other than fire.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	First To Arrive Duties
Code:	3-II-2
Revised:	Draft

2.01 PURPOSE

To provide a uniform guideline for determining strategic and tactical goals when evaluating an emergency incident for first arriving apparatus.

2.02 POLICY

It shall be the policy of this department to have first in companies to utilize the "COAL WAS WEALTH" method for evaluating an emergency incident and establishing strategic and tactical goals.

2.03 PROCEDURES

UPON ARRIVAL

- A. Transmit a brief and concise initial radio report to include:

C Construction
O Occupancy
A Apparatus and Manpower
L Life Hazards

W Water
A Appliances
S Street conditions

W Weather
E Exposure
A Area
L Location and Extent of fire
T Time
H Height

- B. Evaluate resource needs and request additional resources if needed.
C. Assume command of the situation and remain in command until formally relieved by a superior officer.
D. Size up the emergency situation utilizing the "COAL WAS WEALTH" Method.
E. Determine the primary objective(s) based on priorities.
F. Determine strategy based on objective(s).
G. Develop plan of action based on objective(s) and strategy.
H. Assign other arriving companies and units until relieved of command.
I. Communicate to the next in command the current situation and plan of action.

- J. Whenever the incident is obviously beyond the capabilities of the first arriving company it maybe better for the first in officer to initially set up a command post rather than become involved directly in operations.

2.04 LIFE SAFETY

- A. If there is a life hazard or potential life hazard, then life safety will become the number one priority. All actions on the scene, by fire personnel, will be directed toward minimizing the life hazard and protection of lives.
- B. Sometimes, an aggressive, quick attack on the problem will alleviate the life hazard.
- C. Life safety includes the life safety of the public and of fire personnel.
- D. Fire personnel should not be placed in precarious positions or take unnecessary risks.

2.05 CONFINEMENT

- A. Every effort should be made to contain the problem to the smallest area possible.
- B. Confinement also involves preventing an emergency problem from becoming more complex.
- C. Confinement of an emergency problem is second only to life safety as a priority consideration.

2.06 CONTROL

- A. The term "control" is used in place of the term "extinguishment" since fire fighting is not the only type of emergency problem that the fire department personnel must handle.
- B. Control relates to those activities engaged in by fire personnel, which directly reduce or abate an emergency problem.
- C. Many times control efforts such as a direct attack on a fire can accomplish life safety, confinement, and control simultaneously.
- D. Control operations are utilized with an offensive strategy.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATION	
Chapter:	II - Fire Company Operations
Subject:	Returning Companies To Service
Code:	3-II-3
Revised:	Draft

3.01 PURPOSE

To insure that fire companies and units are returned to available status as quickly as is possible after emergency operations have concluded.

3.02 POLICY

- A. After emergency operations are completed, fire companies and/or units shall endeavor to return to service quickly, becoming available as soon as is effectively and safely possible.
- B. Returning to available status after the conclusion of an emergency shall be considered a priority operation.

3.03 RESPONSIBILITY

- A. Incident Commanders are responsible for releasing fire companies and/or units as soon as is safely possible from the scene of emergencies, which have been brought under control.
- B. Company Commanders are responsible for making their companies available and/or returning them to service as quickly as possible.

3.04 PROCEDURE

- A. All companies and/or units that have been released from an emergency scene shall insure that they are sufficiently re-equipped and ready for response.
- B. As soon as companies and/or units become available for response, they shall notify dispatch via radio.
- C. Upon returning to quarters, fire companies and/or units shall endeavor to quickly and completely refuel, refill, re-equip, and re-supply their apparatus so as to be fully ready for the next alarm (Note: this shall be a priority operation.)
- D. Whenever fire companies and/or units are operating at an emergency scene, but are being held in an available status, they shall endeavor to remain in a condition of readiness, sufficiently equipped, and able to respond.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	Use Of Civilians
Code:	3-II-4
Revised:	Draft

4.01 PURPOSE

To provide fire officers and Incident Commanders with an understanding of their authority and responsibilities relative to the rare utilization of civilians during emergency operations.

4.02 POLICY

- A. It shall be the policy of this department to avoid the use of civilians in fire department operations.
- B. Whenever, under unusual circumstances, civilians must be utilized or are allowed to participate in fire department operations, the Incident Commander of such operations shall utilize the civilians in such capacities, which will not place them in obviously dangerous areas or hazardous environments. The Incident Commander shall also insure control over their actions and well-being.

4.03 SCOPE

As used in this policy, the term "civilian" refers to any person who is not a member of a legally organized fire or police department.

Exception: Any person(s) who is a member of a legally organized volunteer fire department is excluded from the term "civilian" in section 4.03.

4.04 AUTHORITY

Members of a legally organized fire department have the authority to enlist the aid and assistance of civilians in performing their tasks at the scene of an emergency. A policy of selecting only capable adults will be the requirement for the fire officer or Incident Commander during the selection process.

4.05 RESPONSIBILITY

- A. Whenever fire department personnel enlist the aid, assistance, or help of civilians, the department automatically assumes liability for both the safety of such civilians and for their actions and the results of their actions.
- B. Whenever fire department personnel allow civilians to assist, aid, help, or participate in any way during fire department operations (whether by conscious acknowledgement or tacit consent), the department automatically assumes liability for both the safety of such civilians and for their actions and the results of their actions.

- C. Incident Commanders are responsible for overall control of an emergency scene and, as such, shall insure control over the non-use or use and safety of civilians (whether they have been enlisted or have volunteered) during fire department operations.
- D. All fire department members must keep the safety of the public foremost in their minds and must refrain from utilizing civilians or restrain and prohibit their participation whenever they are not needed or whenever conditions are too dangerous to allow their involvement.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	Fire Scene Investigations
Code:	3-II-5
Revised:	Draft

5.01 PURPOSE

- A. To ensure the investigation of all fires occurring within the jurisdictional area of the Government of Guam.
- B. To initiate a system of fire investigation which begins at company level and progresses to upper organizational levels, as necessary, based on the situation involving an emergency incident.
- C. To establish guidelines for assistance to determine the origin and cause, resulting in who or what was responsible and reasons for the occurrence.
- D. To provide policy, guidelines, and procedures relative to the fire investigation process at the company level.

5.02 POLICY

- A. Company officers shall initiate the investigation of those fires that they respond to within their fire districts.
- B. Company officers shall request a fire investigator via the Incident Commander (Officer in Charge of the scene) whenever any of the following circumstances exist:
 - 1. Arson, incendiary, or suspicious fires.
 - a. The presence of incendiary plants, trailers, or devices (electrical, chemical, mechanical).
 - b. Multiple origins or uncommunicated fires.
 - c. Prior or habitual fires.
 - d. Fires at unusual and suspicious hours.
 - e. Fires preceded by apparent preparation, such as the removal of contents or the absence of contents that are usually found in that type of occupancy.
 - f. Fires which burn or injure the occupants.
 - g. Unusual conditions and locations of burnings.
 - h. Suspicious comments and actions of the occupant.
 - i. Condemned property or proceedings for removal of a structure.
 - j. Fires prior to or during redecoration or renovation.
 - k. Fires where damaged or pre-burned contents are found.
 - l. Fires of property listed for sale.
 - m. Fires discovered by habitual persons.
 - n. Fires possibly connected to riots, racial, or civil disturbance.
 - o. Fires recently preceded by acts of vandalism.
 - p. Fires in government buildings.

2. Evidence or suspicions of any crime having occurred in connection with the emergency incident.
 3. Fires resulting in fatalities of any persons.
 4. Fires in connection or resulting from an explosion.
 5. Major fires with significant property or monetary losses.
 6. Incidents in which, the opinion of the Company Officer, may result in a lawsuit or have legal ramifications.
 7. Any situation not specifically mentioned, but in the opinion of the Company Officer, a fire investigation is needed.
- C. Whenever a fire investigator has been requested by the Company Officer and fire alarm (dispatch) is unable to contact an investigator, the Company Officer shall request the response of the alternate investigator or the District Commander on duty to assist in the investigation.
- D. If the alternate investigator is unavailable for response, the Company Officer shall request permission from the District Commander to contact the Guam Police to aid in the preliminary investigation.

5.03 RESPONSIBILITY

- A. It is the overall responsibility of the Incident Commander to make certain that the on-scene fire investigation is being conducted.
- B. The Officer in Charge (O.I.C.) or Company Officers, that are conducting a fire investigation, are responsible for requesting a fire investigator whenever such circumstances may exist, as described under departmental policy.
- C. It is the responsibility of all Officers and firefighters to be alert for any evidence, which may aid in the investigation and to preserve such evidence until it can be properly secured and collected.

5.04 PROCEDURE

- A. During firefighting operations, be alert for conditions, which may indicate incendiarism.
- B. Initiate fire investigation procedures as soon as possible after knock-down and before overhaul.
- C. Endeavor, first, to determine the point of origin.
- D. Endeavor to determine the cause of the fire.
- E. Conduct overhaul operations with care as directed by the Officer in Charge during the investigation activities.
- F. Preserve all evidence, which may be found.
- G. Request a fire investigator, as per departmental policy.
- H. Secure overhaul operations as far as may be practical until the arrival of the investigator.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	Streets and Roadway Incidents Safety
Code:	3-II-6
Revised:	Draft

6.01 PURPOSE

- A. To provide incident responders with a uniform guide for safe operations at incidents occurring on the roadway system.
- B. To serve as guideline for decision making and can be modified by the incident responders as necessary to address existing incident conditions.

6.02 POLICY

- A. It shall be the policy of the Guam Fire Department to respond to and operate on all highway incidents in a safe manner.
- B. To utilize all safety equipment available to us to provide protection for emergency personnel as well as the public.
- C. To provide a safe environment on all highway incidents for emergency personnel to operate.

6.03 PROCEDURES

- A. Response
 - 1. Emergency responders need to operate safely, making every effort to minimize the risk of injury to themselves and those who use the highway system. Responders operating in the emergency mode need to operate warning devices and follow the guidelines specific to their standard operating procedures.
 - 2. Shoulder lanes will be used ONLY by emergency vehicles/apparatus. Emergency support vehicles are authorized to use the shoulder lanes only when directed or authorized to do so by the Incident Commander.
- B. Arrival
 - 1. The first emergency responder arriving to the scene of any highway incident will assume the role of Incident Commander. The individual assuming that role is subject to change as additional responders arrive at the scene.
 - 2. If traffic control assistance is required at an incident scene, the Incident Commander should coordinate with the appropriate law enforcement agency responsible for assistance with traffic control.
 - 3. Standard practice will be to position response vehicles in such a manner as to ensure a safe work area. This may be difficult to accomplish at incidents on secondary and one-lane roads. Position emergency response vehicles in such a manner as to provide the safest area possible.
- C. Parking of Response Vehicles

1. Providing a safe incident scene for emergency responders is a priority at every emergency incident. However, consideration must be given to keeping as many traffic lanes open as possible. Except for those vehicles needed in the operation and those used as a shield for the incident scene, other response vehicles should be parked together ("staging area"). As a matter of routine, the parking of response vehicles should be on one side of the roadway. Parking should be on either the shoulder or median area, if one exists, but not both. Parking response vehicles completely out of available travel lanes greatly assists in the movement of traffic. If not needed to illuminate the scene, drivers should remember to turn vehicle headlights off when parked at incidents.
2. The proper spotting and placement of emergency apparatus is the joint responsibility of the driver and incident commander. The proper positioning of emergency response vehicles at the scene of an incident assures other responding resources of easy access, a safe working area and helps to contribute to an effective overall operation. The safety of everyone on the scene is foremost while they are operating, both in emergency and non-emergency situations.

D. On Scene Actions

1. An incident safety zone shall be established, allowing fire and rescue units to position in close proximity of the incident. The responding fire apparatus should be placed some distance from the incident, making use of it as a safety shield blocking only those travel lanes necessary. In the event that a motorist enters the incident safety zone, the fire apparatus will act as barrier; and, in the unlikely event that the fire apparatus is moved upon impact, it will travel away from the incident safety zone.
2. Before exiting any emergency response vehicle at an incident, personnel should check to ensure that traffic has stopped to avoid the possibility of being struck by a passing vehicle. Personnel should remember to look down to ensure debris on the roadway will not become an obstacle, resulting in a personal injury. All members shall be in appropriate clothing or traffic vests as the situation indicates.
3. As soon as possible, the initial responding unit should position traffic control devices. Traffic cones assist in channeling traffic away from an incident. Traffic control devices shall be used whenever responding vehicles are parked on or near any road surface. Placement of traffic control devices shall begin closest to the incident, working toward on-coming traffic. Taking into consideration the possibility of hazardous materials, traffic control devices shall be placed diagonally across the roadway and around the incident. When placing traffic control devices, care should be exercised to avoid being struck by on-coming traffic.
4. The speed of traffic and travel distance must be considered when establishing an incident safety zone.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	Personal Alert Safety System
Code:	3-II-7
Revised:	Draft

7.01 PURPOSE

- A. To help prevent the occurrence of a firefighter being in distress, missing, lost, injured, trapped or unconscious and not being able to summon assistance.
- B. To provide each firefighter with a device to be worn on the SCBA which emits an audible alarm signal in order to summon assistance in the event that the firefighter becomes incapacitated or needs assistance.
- C. To provide each firefighter with training, which when complete, will give the firefighter the knowledge and skills necessary to inspect, use, search for, locate and maintain in working order the Personal Alert Safety System (PASS) device.

7.02 POLICY

- A. Each Guam Fire Department SCBA, which is placed in service on any piece of apparatus shall be equipped with a PASS device.
- B. It shall be mandatory that these devices be placed in the "ARM" position whenever the SCBA cylinder valve is turned to the open position during incidents, training exercises, and evolutions. Failure to do so will result in disciplinary action.
- C. Firefighters will not be permitted to operate in any hazardous environment without a PASS device in operation.
- D. The PASS device shall not be removed from the SCBA by any personnel other than those authorized to perform repairs and maintenance on the device.
- E. The device will be checked for proper functioning during the SCBA inspection at the beginning of each shift, after each use, whenever a replacement unit is issued, or any time personnel are replaced by other personnel.
- F. The SCBA and the PASS unit are considered to be one piece.
- G. Therefore, if one or the other is found to be malfunctioning, both units will be considered out of service.
- H. Batteries will automatically be replaced every six (6) months to assure each device has a fresh battery, and on an as-needed basis. Batteries are to be replaced January 1st and July 1st of each year.
- I. Training utilizing the PASS devices will be conducted twice annually to maintain both the knowledge and skills necessary to inspect, use, search for, locate, and maintain in working order the PASS devices. This training shall be mandatory for all Fire Department personnel.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	Florescent Safety Vests
Code:	3-II-8
Revised:	Draft

8.01 PURPOSE

To establish Fire Department policy on the wearing of appropriate safety apparel on all outdoor incidents.

8.02 POLICY

- A. In order to provide greater safety and visibility for Guam Fire Department members, florescent safety vests shall be worn during day and night outdoor emergency incidents that do not require firefighter bunker coats.
- B. Outdoor Emergency Incidents are those that require emergency duties to be performed outside of a structure. Examples include, but are not limited to:
 - 1. A medical emergency such as a heart attack in a traffic area or parking lot.
 - 2. A public service call such as a downed tree or power line.
 - 3. Setting up a landing zone for a helicopter.
 - 4. Re-packing hose lines while positioned in a street or in lanes of traffic.
 - 5. Other situations involving traffic or the need to readily identify emergency responders.
- C. The prescribed safety vests are those that are assigned to the apparatus.

8.03 RESPONSIBILITY

- A. Company Officers, as well as Firefighter/EMT's, are responsible to make sure that they are attired properly to ensure high visibility and identity as an emergency responder.
- B. The Incident Commander shall determine the appropriate safety apparel and is responsible for ensuring that all personnel are dressed accordingly.
- C. Personnel operating within the Incident Command System and assigned to Command Staff or Sector positions are to be attired in the proper ICS vest and are not required to wear the florescent safety vest.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	Personnel Accountability System
Code:	3-II-9
Revised:	Draft

9.01 PURPOSE

- A. To establish a coordinated system of monitoring and tracking personnel and units for both single and multi-company operations (actively engaged in functional work).
- B. To enable the Incident Commander to identify, locate and account for the function of all fire/rescue personnel operating on the scene of an emergency incident.

9.02 RESPONSIBILITY

It is the responsibility of all members of the Fire Department to understand and follow the procedures outlined in this policy.

9.03 PROCEDURE

A. General

1. Each member shall be issued two (2) personnel identification (I.D.) tags. One tag will be attached to the back ring of the firefighting helmet and the other stored in the turnout gear.
2. At the beginning of an on-duty tour, personnel who are assigned to apparatus or other vehicle shall remove their I.D. tag from their helmet and place it on the collector ring (larger ring) located in the cab of the apparatus/vehicle. The assigned apparatus driver shall place his/her tag on the small ring of the collector ring. Personnel who are reassigned to another station or unit shall take their I.D. Tags with them.
3. Personnel going off-duty shall remove his/her tag from the collector ring and place it back on their helmet.
4. Temporary I.D. Tags: Each command vehicle shall carry extra blank I.D. Tags to be utilized as temporary tags by persons (utility personnel, Government officials, etc.) not permanently issued tags. Individuals participating in the department's ride-along program shall be issued a temporary I.D. Tag (stored in the Fire Captain's office) by the Officer In Charge. Any ride-alongs who have their own I.D. Tag may use that tag provided tag is compatible with our system. All temporary tags shall be filled in with grease pencil by the issuer.

B. Operations

1. During single company operations, either still or box alarms, the collector ring(s) and tags remain with the apparatus unless otherwise instructed by the Incident Commander.
2. During multi-company operations the Incident Commander will have a designated person (as soon as possible) gather the collector rings from each unit on the scene,

including those companies/units in staging, and bring them to the Command Post where the Incident Commander or designated person will place them on the status board (yellow binder). The status board records the who, what and where for each unit on scene and is continually updated. Anytime a driver has been assigned a firefighter's role, his/her tag shall be upgraded (placed on the larger collector ring). Each unit's collector ring will remain at the Command Post until the unit is returned to service with all assigned personnel accounted for. Each individual is responsible for his/her own I.D. Tag upon leaving the scene of an incident.

3. Additional arriving companies, unit(s), off duty personnel, other fire/rescue personnel or other individuals shall report to the Command Post to be tagged-in (tags collected or issued) and given an assignment. Each command vehicle is equipped with blank I.D. Tags for temporary issuance.
4. The second I.D. Tag will be utilized for areas where a separate controlled point of entry has been established. A designated person will collect tags from personnel entering these areas and place them on a status board. Upon leaving these areas personnel will reclaim their tags.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	2 IN 2 OUT
Code:	3-II-10
Revised:	Draft

10.01 PURPOSE

To establish standard guidelines and procedures that will serve to provide a safe working environment for all employees and to reduce the risk of injury or death as a result of department operations at emergency incidents.

10.02 POLICY

To operate as safely and effectively on emergency scenes as possible, the Guam Fire Department has established the following procedures, which shall be adhered to by all personnel.

10.03 DEFINITIONS

- A. **IDLH Atmosphere:** (Immediate Danger to Life and Health) An atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individuals ability to escape from a dangerous atmosphere.
- B. **Rapid Intervention Team (RIT):** A specifically designated team (minimum two members) designed to provide personnel for the rescue of emergency service members operating at emergency incidents if the need arises.
- C. **Incipient Fire:** A fire in the initial or beginning stage, which can be controlled or extinguished by portable fire extinguishers. However, it is the policy of the Guam Fire Department to deploy a 1 ½" hand line any time there is a fire inside of a structure. Though the incipient fire may actually be controlled by a smaller line or portable extinguisher, a 1 ½" hand-line shall be used in most cases.
- D. **Qualified Firefighter:** Any individual possessing Guam Firefighter One Certification.

10.04 PROCEDURES:

- A. The first arriving company shall determine if the incident involves an "IDLH atmosphere". At no time shall individuals enter an IDLH atmosphere independently. Teams of at least two (2) SCBA equipped personnel shall be required for entry into such an atmosphere at all times.
- B. In fire situations, it will be necessary for the incident commander to determine if the fire is in the incipient stage. A team of two qualified firefighters may take

action according to standard operating procedures to extinguish an incipient fire without the establishment of an initial Rapid Intervention Team (RIT).

- C. If the presence of an "IDLH atmosphere" has been determined, and there are less than 5 qualified firefighters on the scene, the companies shall wait until at least 5 qualified firefighters are assembled on the scene before initiating operations within the IDLH atmosphere. Two qualified firefighters may begin operating within the IDLH atmosphere as long as two additional qualified firefighters (properly equipped) are outside the IDLH atmosphere to serve as the initial rapid intervention team (RIT), and one person maintains the operation of the pump. One of the two initial RIT members must be responsible for establishing the on-scene accountability system. The second RIT member may be assigned other tasks and/or functions so long as these tasks and/or functions can be abandoned, without placing any personnel at additional risk, if rescue or assistance is needed.
- D. Members operating in IDLH atmospheres must use SCBA and work in teams of two or more. They must also maintain voice or visual contact with each other at all times. Portable radios and/or safety rope tethering are not acceptable as replacements for voice or visual contact. Radios can (and should) be used for fireground communications, including communications between interior and exterior teams. They cannot, however, be the sole tool for accounting for one's partner during interior operations. Team members must be in close proximity to each other to provide assistance in case of an emergency.
- E. Until five firefighters are assembled, operations outside of the IDLH atmosphere shall commence immediately in accordance with standard operating procedures. Such operations include, but are not limited to: establishment of water supply; exterior fire attack; establishment of a hot zone; utility control; ventilation; placement of ladders; forcible entry; exposure protection; and any other exterior operations deemed appropriate by the Incident Commander.
- F. As the incident progresses to the point of more than one interior team, an identified and dedicated Rapid Intervention Team shall be established and positioned immediately outside the IDLH atmosphere. This team shall be fully outfitted with protective clothing and SCBA with the air mask in a ready position to don, a portable radio, and other required rescue equipment. Both team members will be dedicated to perform rescue and shall not be assigned other duties (except for incident accountability) unless a replacement team member is assigned. A charged hose line shall be dedicated to this team.
- G. If the incident is in a high or mid-rise structure, large area facility, or other areas with multiple IDLH atmospheres, the incident commander shall establish the necessary number of rapid intervention teams so that rescue can be accomplished without a deployment delay. A team should be considered for each remote access point on any large facility. The Incident Commander will be responsible for determining the number of teams needed based on the specifics of the incident.
- H. If a firefighter(s) becomes trapped, disabled, or otherwise in need of assistance by the Rapid Intervention Team, the incident commander shall announce this action to Fire Alarm via radio. In turn, Fire Alarm shall simulcast the emergency message signal and announce that a rescue is in progress. All radio traffic not directly related to the firefighter(s) rescue shall cease immediately to facilitate the rescue. An immediate personnel accountability report (PAR) shall be conducted. The incident commander shall then assign personnel to assist in the rescue and to assist the rapid intervention team as deemed appropriate. The RIT shall continue

to inform the incident commander of their progress and actions taken during the rescue.

- I. Should the incident commander order a building evacuation, a PAR shall be conducted (as outlined in the Operations Manual, Book Number 3, Personnel Accountability System") immediately after the building has been evacuated. The RIT shall remain in place for immediate activation should a team fail to report during the PAR.

10.05 EXCEPTIONS

- A. If upon arrival at a fire emergency, members find a fire in its incipient stage, extinguishment of such a fire shall be permitted with less than five persons on the scene. Extinguishment of outside fires such as dumpster, brush, or automobiles, shall be permitted with less than five persons, even if SCBA are being worn.
- B. If upon arrival at the scene, members find an imminent life-threatening situation or probable life-threatening situation where immediate action may prevent the loss of life or serious injury, such action shall be permitted with less than five persons on the scene when the probability of a rescue is made in accordance with normal size-up indicators and fireground evaluation factors. (Examples: report of persons inside, signs of persons inside, etc.)
 1. The incident commander shall evaluate the situation, considering the occupancy, time of day, day of week, reports from persons on the scene, signs that persons may be inside the structure, etc. Entry may be considered if signs indicate a probable victim rescue. In the absence of clear signs or a report from a responsible person on the scene that people are in the structure, it is to be assumed that no life hazard exists and interior attack shall not be initiated until the minimum five (5) persons arrive on the scene.
- C. If members are going to initiate actions that would involve entering an "IDLH atmosphere" because of a probable or imminent life-threatening situation where immediate action may prevent the loss of life or serious injury, and personnel are not on the scene to establish an initial rapid intervention team, the members should carefully evaluate the level of risk that they would be exposed to by taking such actions. In all cases a minimum of two (2) people shall form the entry team.
- D. If it is determined that the situation warrants immediate intervention and five people are not on the scene, the Incident Commander shall notify Fire Alarm of the intent to enter the "IDLH atmosphere" prior to the availability of a rapid intervention team. Fire Alarm shall then notify all responding companies of this action and receive acknowledgment from each company that the transmission was received.
- E. Should the Incident Commander on the scene deviate from this guideline, the actions taken shall be documented on the fire incident report and forwarded through the chain of command to the fire chief. The narrative of this report shall be by the incident commander and outline the reasons, rationale, justification, and end result of the deviation from the standard operating procedure. All information in the report shall be of enough depth so as to provide a comprehensive understanding of the actions taken.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	II - Fire Company Operations
Subject:	Initial Fireground Operations
Code:	3-II-11
Revised:	Draft

9.01 PURPOSE

- A. To reduce the amount and detail of orders required to get companies into action on the fireground.
- B. To integrate the efforts of engine, truck, and chief officer operations to maximize effective rescue, incident control, and property conservation.

9.02 DEFINITIONS

- A. DAO/DPO – driver aerial/pump operator.
- B. Due – The order in which a company arrives or is expected to arrive at an incident.
- C. FF – firefighter
- D. PPE – personal protective equipment (turnout gear)
- E. SCBA – Self Contained breathing apparatus with personal alert safety system (PASS) device.
- F. TIC – thermal imaging camera.

9.03 POLICY

Companies should attempt to follow these guidelines whenever possible in order to meet the stated purpose. However, personnel must maintain a level of flexibility enabling them to adapt to unique situations.

9.04 PROCEDURE

- A. The first arriving unit will give a situation report which should include (where applicable) the height of the building in stories, the type of occupancy, smoke or fire conditions visible, the location from which they are showing, and the member in command.
- B. If the fire will require a hose line to control a fire in a building, he/she will advise Fire Alarm that the incident is a "working fire". The "working fire" report will automatically generate the dispatch of a second alarm if necessary. If conditions warrant, the Incident Commander may skip the "working fire" report and request a second (or greater) alarm as necessary.
- C. All companies will immediately switch to "Fire" Channel on the Smartnet system after arriving at location unless directed otherwise by the Fire Alarm Office or the Incident Commander.
- D. First Due Engine – The first due engine is responsible for locating the fire building, identifying a water supply, and getting the first line in service.

1. Officer – PPE, SCBA, TIC, portable radio, hand light. Size-up situation, determine proper engine placement, direct line placement. If no truck is immediately available, he/she should have a Haligan tool for force entry, ventilate, or open up ceilings/walls.
 2. DPO – PPE, portable radio. Establish water supply, operate pumps/lights, and pull backup line if time permits.
 3. FF – PPE, SCBA. Pull line to position indicated by officer, operate nozzle.
 4. 2nd FF – PPE, SCBA, Haligan tool. Assist 1st FF with line advancement, and check line for kinks.
- B. Second Due Engine – The second due engine is responsible for supplying water to the first due if necessary, and operating the backup line. On sprinklered/standpipied buildings, the second due engine is responsible for supplying the system.
1. Officer – PPE, SCBA, TIC, portable radio, hand light. Direct back-up line placement, check for kinks in attack lines.
 2. DPO – PPE, hand light. Assist the first due DPO establishing water supply if necessary. Assist with line advancement at building entry point.
 3. FF – PPE, SCBA. Pull backup line to position indicated by officer, operate nozzle. May assist with line advancement at building entry point if directed to by officer.
 4. 2nd FF – PPE, SCBA, Haligan tool. Assist with line advancement.
- C. Third Due Engine – The third due engine is responsible for operating as the Rapid Intervention Team.
1. Officer – PPE, SCBA, TIC, portable radio, hand light, forcible entry tools. Size-up building, identify entry points, make openings, place ladders, and identify hose lines for possible use.
 2. DPO – PPE, SCBA, portable radio, hand light. Establish accountability board at command post.
 3. FF - PPE, SCBA, hand light, spare SCBA, forcible entry tools and/or saw. Pre-position 2 ½" back-up line as directed by officer. Assist officer.
 4. 2nd FF – PPE, SCBA, hand light, forcible entry tools. Assist officer.
- D. First Due Truck – The first due truck is responsible for search and rescue, ventilation, forcible entry, laddering, and opening concealed spaces for the engines. Secondary functions include lighting, salvage, and overhaul. The truck should position itself to maximize the use of its resources and best facilitate completion of its tasks. Forcible entry and ventilation tools are dependant on building construction.
1. Officer – PPE, SCBA, TIC, portable radio, hand light, forcible entry tools. Determine proper truck placement, force entry as needed, enter with engine company, search fire area, vent.
 2. DAO – PPE, portable radio, hand light. Establish positive pressure ventilation, place ground ladder(s) as appropriate, provide lighting to building, move tools to building. Operate aerial ladder if necessary.
 3. FF – PPE, SCBA, portable radio, hand light, pike pole. Assist officer inside or roof ventilation as needed.
 4. 2nd FF – PPE, SCBA, portable radio, hand light, haligan. Assist officer inside.
- E. First Due Chief – The first due chief (District Commander) is responsible for sizing up the incident, developing an action plan, monitoring its effectiveness, and managing resources as necessary. The focus is more tactical than strategic in nature. He/she should have PPE, portable radio, and hand light. A TIC is available if necessary. While both radio channels must be monitored, the fireground channel should be the priority. The first due chief should coordinate closely with all crews, and should keep interior crews

informed of visible conditions outside. The Incident Command System is used in its more basic form (i.e.: two or three sectors).

- F. Second Due Chief – The second due chief (Battalion Chief) is responsible for assessing the effectiveness of the action plan and modifying it as necessary to reflect a more strategic, long-range viewpoint. This may include calling for more specialized resources, developing more advanced sectoring, and identifying possible incident scenarios (including worst case). He/she should have PPE, portable radio, and hand light, and should be prepared to operate a more formal command post.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	General Strategic Guidelines
Code:	3-III-1
Revised:	Draft

1.01 PURPOSE

- A. To facilitate more effective and efficient management of emergency operations.
- B. To provide definitions (within the context of Command Operations) of the following terms: Priorities, objectives and the four basic strategies.
- C. To provide guidelines for on-scene emergency operational planning.

1.02 POLICY

Department officers shall utilize, whenever possible, those guidelines contained within this policy.

1.03 PRIORITIES

- A. Priorities are identified as a result of the on-scene analysis of the emergency situation (size up).
- B. Priorities identify the most important or urgent factors of an emergency situation. Since emergencies are dynamic in nature and change as they progress and/or are affected by the efforts of the Fire Department, the priorities involved, in any given emergency situation will also change.
- C. Priorities provide the basis for determining operational objectives.
- D. In a general sense, the basic priorities may be divided into three broad categories. In basic order of importance, they are as follows:
 - 1. Life Safety - All factors and operations, which affect the safety and well being of persons involved in the emergency. Involved persons include victims, bystanders and emergency personnel.
 - 2. Control - Those operations or activities required to stop the spread or growth of an emergency incident, and bring about its final termination.
 - 3. Property Conservation - Those operations or activities required to stop or reduce additional loss to property.
- E. Although priorities are normally placed into a hierarchy, overlapping can and does occur. Such a case of overlapping may be illustrated by a situation where rapid control of a fire is necessary to provide life safety.

1.04 OPERATIONAL OBJECTIVES

- A. Objectives are derived from the priorities, which have been identified. They are specific in nature and must be realistic in the sense that they can be accomplished with the available resources.

- B. They must be identified and communicated in short, easy to understand terms.
- C. Objectives normally follow the same hierarchy as the priorities from which they have been derived. Objectives may; however, also overlap in the same sense as priorities sometimes do.
- D. Objectives change as priorities change. Normally achievement of an objective leads to the next objective in the hierarchy. However, many times objectives may be simultaneously handled by different tactical divisions at the emergency scene. This simultaneous achievement of objectives requires close coordination by the Incident Commander.

1.05 PROCEDURES

- A. **STRATEGIES:** The choice of strategy is dependent upon the objectives, which have been set. As with priorities and objectives, the chosen strategy must change in accordance with changes in the nature of the emergency. The following defines the four (4) basic strategies:
 - 1. **Offensive** - An aggressive attack or effort to bring about rapid control of a problem. Example: A quick attack at the seat of a small fire.
 - 2. **Offensive/Defensive** - An effort to make a direct attack or attempt at control while simultaneously providing back-up resources for confinement operations. Example: Attacking the main body of a fire while simultaneously providing lines to check fire extension.
 - 3. **Defensive/Offensive** - Initial efforts concentrate on achieving confinement of a problem while additional resources are amassed to begin an offensive control operation. Example: holding a fire in check until more lines can be placed into service for an aggressive attack.
 - 4. **Defensive** - Strictly an effort to confine a problem. Example: using heavy streams to protect exposures without attacking the main body of the fire.

1.06 PLANNING AND DECISION MAKING

- A. On-scene emergency operation planning and decision making requires analysis of the factors involved; realistic projection and forecasting; identification of priorities, objectives and strategies; and evaluation of results.
- B. The following is a guide for on-scene emergency operational planning and decision making and determining the nature and extent of the problem (size up).
 - 1. Estimate growth and spread potential.
 - 2. Determine priorities based on existing and projected conditions.
 - 3. Determine objectives based on priorities and available resources.
 - 4. Determine strategy based on objectives.
- C. Develop a plan of action based on objectives and strategy.
- D. Establish time frames and points of evaluation.
- E. Modify plans or actions as required by evaluation.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Incident Command System
Code:	3-III-2
Revised:	Draft

2.01 PURPOSE

Command procedures are designed to offer a practical framework for emergency operations and to effectively integrate the efforts of all members, officers, and companies. This will facilitate an organized and orderly tactical operation and a more effective effort.

2.02 POLICY

It shall be the policy of this department that all members shall operate under these procedures at all incidents.

2.03 PROCEDURES

- A. The specific organizational structure established for any incident will be based upon the management needs of the incident. The command organization should continue to grow to keep ahead of an incident as it escalates to major proportions.
- B. During the initial stages, the IC and his/her staff normally carry out all of the functions of Command. However, as one or more areas require independent management, four separate sections can be developed fixing responsibilities for these areas upon section officers. The further arrival of command officers assist the IC at the strategic level.
- C. The fire department's involvement and needs at the incident scene can be divided into four sections. These have the ability to provide for the inclusion of other agencies (such as police or other organizations/governmental units) under the command/control of the command staff (see Policy and Procedure on Sections). The four sections are:
 1. Logistics Provides services and support to all organizational components involved in the incident.
 2. Planning Gathers, assimilates, analyzes, and processes information needed for effective decision-making.
 3. Administrative Evaluates risk management and financial requirements for the Fire department's involvement in an incident.
 4. Operations Manages the actual tasks, which attain tactical objectives in order to reach strategic goals and effect outcomes.
- D. The first Fire Department officer or member arriving on the scene shall be in command until relieved by a higher ranking officer, and shall transmit a brief initial radio report including:
 1. Unit identification.
 2. A brief description of the situation found, where appropriate. This will generally apply to buildings and their occupancies, and any obvious fire conditions.

- E. The department member in command.
 - 1. As higher ranking officers arrive on the scene, they assume command at their discretion.
 - 2. Fire Alarm will advise all companies operating at an incident of the Incident Commander. This information will be transmitted channels when appropriate.
 - 3. Command. The officer or member in command is responsible for the following tasks:
 - a. Assume an effective, visible command position.
 - b. Rapidly evaluate the situation (size-up).
 - c. Develop a plan for dealing with the incident.
 - d. Assign units as required.
 - e. Provide ongoing reports to Fire Alarm.
 - f. Review and evaluate efforts, and revise the incident plan as needed.
 - g. Request and assign additional units as necessary.
 - h. Return companies to service.
- F. The Incident Commander will monitor and/or operate on different channels as necessary, and his/her radio designation will be "IC".
- G. All multi-unit incidents will be designed by the name of the street, building or other feature unique to that incident. This designation will be used by the incident commander and Fire Alarm to avoid confusion in the event of multiple incidents. Example: "Route 8 Command to Fire Alarm" or "Fire Alarm to K-Mart Command."
- H. Radio Channels. Upon arriving at working incidents involving multiple units, Command will direct that all companies operate on designated channel. Single company operations and all traffic between Command and Fire Alarm will remain on channel GFD-1.
- I. In order to facilitate the management of an incident, the incident commander may assign personnel to the following positions:
 - 1. Operations. The operations officer is responsible for directing of the incident, and reports directly to the incident commander. The operations officer will operate on Fire Channel, and his/her radio designation will be "Operations". Example: "Operations to IC."
 - 2. Support. The Support Officer is responsible for all those activities or functions (other than tactical operations) necessary to assist the incident commander in managing the incident. If necessary, and staffing permits, the support officer may assign personnel to perform specific support functions. Public Information and Supply are two such functions. Personnel assigned to these positions will assume the function as their radio designation (P.I.O., SUPPLY, etc.) and report directly to the Support Officer. The Support Officer radio designation will be "SUPPORT". The Support Officer will report directly to the incident commander. He/She, operate on GFD-2. Examples: "Support to IC", "PIO to Support".
 - 3. Safety. The Safety Officer is responsible for monitoring incident operations from a safety standpoint. He/She will report directly to the incident commander, however, in the event of an emergency the Safety Officer has the authority to stop any activity deemed hazardous to personnel without consulting the Incident Commander. In the event this occurs, the Safety Officer will immediately notify the Incident Commander of the situation so that he/she can take the appropriate actions. The Safety Officer will operate on GFD-2, and his/her radio designation will be "Safety". Example: "Safety to IC"
 - 4. Sectoring. Based on the nature or scope of an emergency, it may be desirable to divide an incident into more manageable parts, or sectors. Sectors may be assigned

either to specific operating areas (Roof Sector, Interior Sector, Sector 3(side 3 of a building, etc.) or to a function (Medical Sector, Triage Sector, etc.). Sector officers are responsible for the following:

- a. Monitoring work progress.
 - b. Directing activities as required.
 - c. Coordinating with related activities and/or sectors.
 - d. Monitoring the welfare of sector personnel.
5. Sector officers will report directly to the operations officer. Sector officers will operate on GFD-2, and will be identified by the sector designation. Examples: "Sector 2 to Operations", "Operations to Triage Sector." I. Companies. Companies are responsible for performing specific tasks as assigned. Companies assigned to sectors will report directly to their sector officer. They will maintain their company designations, and will operate on GFD-2. Example: "Rescue 1 to Sector 2."
- J. All personnel shall endeavor to make all communications face-to-face whenever possible, in order to keep radio channels as clear as possible.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Command Post Procedures
Code:	3-III-3
Revised:	Draft

3.01 PURPOSE

To familiarize all members with the procedures for establishing a command post.

3.02 POLICY

The Incident Commander shall establish a command post at all incidents requiring the coordination of multiple fire department units.

3.03 CRITERIA

- A. A command post should have the following:
 - 1. Good communications.
 - 2. Distance from traffic, evolutions, P.I.O.
 - 3. Proximity to support agencies.
 - 4. Visibility.
- B. A command post should be:
 - 1. Safe.
 - 2. Secure.
 - 3. Sheltered from the elements.
 - 4. Suitably quartered.
 - 5. Available for the extent of the emergency.

3.04 PROCEDURES

- A. INITIAL OPERATIONS
 - 1. The first arriving officer at an emergency scene is the incident commander and continues as such until formally relieved by a superior officer.
 - 2. If the emergency is not going to progress to the point where it will require additional personnel and apparatus, then a formal command post may not be necessary.
 - 3. If the emergency will require additional personnel and apparatus, the Incident Commander should establish a firm command post with all the identifying features.
 - 4. This would include activating the command post light, the announcing of who is in command, and giving the location of the command post.
 - 5. The incident command post is usually set up at a visible location near the incident, however, the type and location of the incident may dictate a different location for the command post.

6. A single incident command post is mandatory. One central location is needed so that monitoring and control of the incident can occur in an organized manner.

B. COMMAND VEHICLE PROCEDURES

1. Spot your vehicle in a visible location so you can see the maximum amount of the scene as possible while keeping out of the way of apparatus evolutions. Communicate your location to your subordinates.
2. Take firm command and communicate it to all officers and the Fire Alarm Office. Command must be formally passed on and assumed or confusion results.
3. Activate the command post light, set up any communications equipment, and set up a portable table, if available.
4. Stay at your post. Utilize information relayed by companies operating in remote locations.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Welfare
Code:	3-III-4
Revised:	Draft

4.01 PURPOSE

To provide aid and assistance beyond the spectrum of normal Fire Department services to those citizens who may have been adversely affected by fire or other incidents.

4.02 POLICY

At all incidents causing serious loss to an inhabited dwelling where the occupants are temporarily without shelter, food, clothing, etc., and unable to assist themselves, the Incident Commander shall make contact with either the American Red Cross, the Mayor's Office or the Salvation Army, or the appropriate designated representatives.

4.03 RESPONSIBILITY

All Fire Department officers are responsible for evaluating situations of human need, which they or their subordinates may encounter and for ensuring that contact is made with the appropriate agency.

4.04 PROCEDURE

Whenever the need to contact the American Red Cross, the Mayor's Office or Salvation Army presents itself, the Incident Commander shall notify the Fire Alarm operator who shall contact the appropriate agency using the list of current phone numbers maintained in the Fire Alarm Office. The Fire Alarm operator shall then advise the Incident Commander of the services the contacted agency(ies) can provide.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Helicopter Operations
Code:	3-III-5
Revised:	Draft

5.01 PURPOSE

To provide safety guidelines for use by fire department personnel when operating with helicopters.

5.02 POLICY

The Incident Commander shall insure that fire department personnel follow approved safety guidelines when working with or around helicopters.

5.03 SAFETY GUIDELINES

- A. No smoking within 100 feet of the helicopter.
- B. Always approach the helicopter from the front.
- C. Never go near the tail of the helicopter.
- D. No running within 100 feet of the helicopter.
- E. No vehicles or personnel within 100 feet of the helicopter.
- F. Protect eyes from debris, which may be thrown up by the rotor-wash.
- G. No helmets are to be worn when operating near the helicopter.

5.04 PROCEDURES

- A. The fire department may request through the Fire Alarm Office the assistance of the United States Navy's helicopter in emergency operations.
 - 1. Before the helicopter is dispatched Incident Commanders must ensure that its presence is absolutely needed and that rescue and ambulance resources are inadequate for the alarm.
 - 2. In the event that the helicopter is needed the Incident Commander must obtain all pertinent information to be relayed to the helicopter pilot and crew. They are to include;
 - a. Rescue situation
 - b. Number of patients to be rescued
 - c. Terrain and environmental conditions
 - d. Suggested landing sites
 - e. Type of rescue equipment required (litter, basket, harness, etc...)
 - f. Mode of communication between helicopter and ground units
 - g. Special conditions
- B. Landing zone requirements:
 - 1. Minimum 100 X 100 feet, and 120 x 120 feet at night.

2. Maximum 15° degree slope.
3. Area must be clear of wires, trees, buildings, poles, emergency vehicles, debris, and other obstacles.
4. Signs, poles and wires are difficult or impossible to see from the air. If they are at or near the landing zone, this information must be relayed to the pilot prior to landing.
5. In cases where a roadway is the landing zone, traffic should be stopped at least 150 feet away in both directions.
6. The helicopter will usually try to land into the wind or with no more than 90 degree cross wind.
7. Vertical take offs and landings will not routinely be done. Instead, a slight angle will most probably be used.

C. Approaching the helicopter:

1. All approaches should be done from the front and sides. Never approach from the rear.
2. Always wait for a signal from the pilot before approaching the helicopter.
3. If it becomes necessary to go from one side of the helicopter to the other, always walk around the front.

D. Never walk to the rear, duck under the tail section, or walk around the tail rotor. Always remain clear of the rear area.

1. Due to the flexibility of the main rotor blades, personnel should approach the helicopter in a crouched stance.
2. If the helicopter must land on a slope or grade, personnel should approach from the downhill side.

E. Operating around the helicopter:

1. Fire Department personnel should remain away from the helicopter at all times when it is on the ground and the engine is running. Personnel should only approach the helicopter when:
 - a. Accompanying a crew member to the aircraft to assist in loading or unloading a patient; or
 - b. It is necessary to provide medical assistance to or rescue occupants of the helicopter.
2. Patients should be kept away from the helicopter until its medic has prepared the aircraft and has evaluated the patient. The medic will then supervise the loading of the patient on the aircraft's litter before being placed in the helicopter.
3. If IV's are carried while loading a patient, they should not be carried so high as to permit them to hit the main rotor blades.
4. Personnel should not attempt to open or close aircraft doors. If fire department personnel are in the helicopter, they should remain there until a crewmember assists them in exiting the aircraft.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Public Health Considerations
Code:	3-III-6
Revised:	Draft

6.01 PURPOSE

- A. To identify those situations, which may pose a health hazard to the general public.
- B. To initiate the notification of the proper agency(ies) whenever a public health hazard has been identified.

6.02 POLICY

- A. Fire Department members shall be alert and able to identify public health hazards while operating at alarm incidents or while on fire prevention or pre-fire planning inspections.
- B. Whenever a public health hazard has been identified, based upon the listed criteria (see 6.04 Criteria), and the hazard is of a nature, which will expose the general public (more than a single family occupying a private residence) to said hazard, then the Incident Commander shall contact the Guam Environmental Protection Agency and the Department of Public Health and Social Services.

6.03 RESPONSIBILITY

- A. Fire Department officers in charge of routine details or commanding emergency operations, who become aware of public health hazards, which meet the listed criteria and guidelines within this policy, are responsible for notification of the Guam Environmental Protection Agency, Department of Public Health and Social Services, departments and/or divisions, which may be appropriate to the situation.
- B. Fire Department members, who suspect or identify a public health hazard, are responsible for notification of their immediate supervisor.

6.04 CRITERIA

The following criteria are to be considered when making any determination considering notification of the Guam Environmental Protection Agency and the Department of Public Health and Social Services and appropriate departments and/or agency.

- A. Identification of the following health hazards:
 - 1. Sewage spills and leaks.
 - 2. Unreasonable amounts of dirt, grease, and bad house keeping fostering unsanitary conditions.
 - 3. The presence of infectious diseases.
 - 4. The presence of rodents.
 - 5. Abnormal amounts of insects.
 - 6. Hazardous materials spills and leaks.

7. Food, which has been exposed to products of combustion.
 8. Improper food handling
 9. Food, which has been exposed for a prolonged period of time.
- B. Determination of the type of occupancy involved:
1. Any public assembly.
 2. Businesses where the general public may be involved.
 3. Situations where employees are subjected to unhealthy conditions.
 4. Public areas and throughways.
 5. Multiple occupancy residences, such as, hotels, motels, and apartments (where the hazard affects people other than those living in a single residence).

6.05 PROCEDURE

Whenever a public health hazard has been identified and said hazard meets the listed criteria (see 6.04, Criteria) or when in the opinion of the Fire Department a definite endangerment of the public health exists, the following guidelines shall apply:

- A. The officer in charge shall contact the Fire Alarm Office and request notification of the Guam Environmental Protection Agency or the Department of Public Health and Social Services.
- B. If an unhealthy situation is discovered in a private residence (home, apartment, condominium, etc.), it will be necessary to establish that this condition affects people other than those living in the residence before notification of the Public Health can be made.
- C. Depending upon the nature of the situation, other departments, divisions and/or agencies may be notified to respond. These may include:
 1. Guam Housing and Urban Renewal Agency housing inspector
 2. Department of Public Works
 - a. Highway Maintenance
 - b. Garbage and Trash Collection
 3. Police Department

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Incident Critique
Code:	3-III-7
Revised:	Draft

7.01 PURPOSE

- A. To provide a means of objectively analyzing fire department operations in a post-emergency environment.
- B. To provide a continuing review and development process through which improved methods and operations may be realized.

7.02 POLICY

- A. A formal post-incident critique shall be conducted for every major incident occurring within the fire department's jurisdiction.
- B. A major incident is defined as any incident which taxes the fire department's resources to the point where outside assistance must be summoned and extensively utilized, any incident which, by its very nature, presents unusual and/or challenging problems worthy of analysis, or any incident involving the serious injury or death of civilians or fire department personnel.
- C. Semi-formal and informal critiques shall be conducted by fire department officers after each alarm, in an effort to provide training and overall improvement of fire department operations.

7.03 RESPONSIBILITY

- A. The Incident Commander is responsible for initiation of the formal critique process following every major incident or whenever directed to do so by the Fire Chief.
- B. The Officer In Charge or Acting Officer In Charge is responsible for initiating semi-formal or informal incident critiques following any incident which may prompt numerous questions from subordinates and/or may (in the opinion of the O.I.C. or acting O.I.C.) provide a valuable training opportunity.
- C. Company Officers are responsible for initiating the informal incident critique process whenever an incident prompts numerous questions by subordinate personnel and/or may (in the opinion of the Company Officer) provide a valuable training opportunity.
- D. The District Commander is responsible for serving as critique chairman at all formal critiques.
- E. The District Commander is responsible for preparing a summary report based on information obtained during a formal critique and insuring that the Fire Chief, Deputy Fire Chief and the officers involved in the incident receive a copy of the summary. The Officer In Charge is also responsible for maintaining a file of all the formal critique summary reports.

7.04 PROCEDURES

A. INFORMAL CRITIQUES

1. The informal critique simply involves an informal discussion of the events, which transpired during an emergency incident.
2. The informal critique can be utilized at the company level after any type of an alarm to which the involved fire company(ies) may have responded.
3. Members of the involved company(ies) may simply meet together in quarters and informally discuss the various aspects of the incident.
4. A Company Officer should serve as the chairperson of the informal critique.
5. Training tips relating to the incident should be brought up during the discussion.
6. The critique emphasis must be on overall operational improvement and should not be designed to embarrass anyone.

B. SEMI-FORMAL CRITIQUE

1. The semi-formal critique is primarily designed for platoon level discussion of emergency incidents.
2. As soon as possible, following an emergency incident, the Officer In Charge or Acting Officer In Charge of the involved platoon may initiate (at his discretion) a semi-formal critique.
3. The Officer In Charge or Acting Officer In Charge shall decide upon the time and place for the critique and shall notify the involved Company Officer and the Battalion Chief in writing. The O.I.C. or Acting O.I.C. may also invite any other fire department units, which may have been involved in the incident.
4. The O.I.C. or Acting O.I.C. shall serve as chairperson of the semi-formal critique.
5. A plot plan of the incident, which can easily be seen by the group, should be provided at the location of the critique.
6. Discussion should begin with the involved facts of the incident include:
 - a. Date of the incident.
 - b. Time.
 - c. Location.
 - d. Weather conditions.
 - e. Building construction (if applicable).
 - f. Occupancy (if applicable).
 - g. Topography (if applicable).
 - h. Water supply.
7. Discussion of fire department operations should begin with the first officer or member on the scene, describing conditions upon arrival and initial actions and continue by allowing each involved officer (in order of arrival at scene) to describe the observations and actions of their particular company.
8. Discussion should continue with any outside agencies or departments being allowed to describe their respective involvement in the incident.
9. After a description of the facts and the operations has been completed, the discussion should be opened up for questions and answers and expression of opinions by all those present at the critique.
10. The emphasis must be on overall operational improvements and should not focus on embarrassing any individual or group.

C. FORMAL CRITIQUE

1. The formal critique is designed to involve all levels of the fire department. It is intended to be utilized as a method of detailed analysis of major emergency operations.
2. Based on the nature of the emergency, the O.I.C. or Acting O.I.C. may initiate a formal critique.
3. The Fire Chief or Deputy Fire Chief may instruct the O.I.C. or Acting O.I.C. to initiate a formal critique.
4. The O.I.C. or Acting O.I.C. shall make arrangements for the time and place at which the critique shall be conducted.
5. The District Commander shall notify the Fire Chief, Deputy Fire Chief and all levels of the Fire Department of the scheduled critique. The District Commander shall also notify all outside agencies and departments, which may have participated in the incident.
6. A plot plan and all other applicable visual aids shall be coordinated by the District Commander and provided for the incident critique.
7. The District Commander shall serve as chairman of the critique and shall appoint a scribe to take notes during the critique. The scribe should not be chosen from among the officers involved in the incident.
8. The critique shall begin with a description of the involved facts, including:
 - a. Date.
 - b. Time.
 - c. Location.
 - d. Weather conditions.
 - e. Topography.
 - f. Water supply.
 - g. Occupancy (if applicable).
 - h. Building construction (if applicable).
 - i. Special conditions (such as traffic, crowds, etc.).
9. Fire Department operations should be discussed in chronological order by allowing the involved officers to recount and discuss their observations and actions in order of their arrival at the scene.
10. Involved non-fire department agencies should be allowed to describe their respective involvement of the incident.
11. Once the facts and a description of the operations involved have been presented, the discussion should be opened for questions and answers and expression of opinions from all those present at the critique.
12. The emphasis must be on overall operational improvement and should not focus on embarrassing any individual or group.
13. The District Commander should conclude the critique by summarizing the key points involved and providing additional comments as may be necessary.
14. The District Commander shall prepare a summary of the incident critique and retain one copy on file and provide copies to the Fire Chief, Deputy Fire Chief and all involved officers.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Area Evacuation
Code:	3-III-8
Revised:	Draft

8.01 PURPOSE

To provide a means of closing an area or moving people from an area in which life safety conditions have become unsafe or may become unsafe due to an emergency situation.

8.02 POLICY

In a variety of possible situations, it may be necessary to evacuate an area. An evacuation of any thing more than a single structure requires a coordinated effort between Fire and Police supervisors at the scene to ensure that evacuation is rapid, complete, and without unnecessary duplication of effort. It requires a definite plan and a method of reporting progress.

- A. When evacuation of an area is indicated due to an imminent hazard, the limits of the evacuation area will normally be determined by Fire Department Command at the scene in consultation with the Police Supervisor at the scene. The practical considerations of what resources are available and what degree of risk is involved will necessarily be factors in the determination of evacuation limits.
- B. The Incident Commander shall, upon determination of the necessity for evacuation, coordinate with the Police Supervisor on the scene to plan and execute evacuation of an area.
- C. Fire companies and units will not normally be utilized for evacuation operations. However, they may be utilized if available and not needed for control operations.

8.03 RESPONSIBILITY

- A. The Police Department will be responsible for securing the perimeter of the evacuation area, and for coordination of the evacuation.
- B. The Fire Department Incident Commander will be responsible for assessment of the degree of danger and the need for evacuation, and for the physical safety of personnel operating within the evacuation zone.

8.04 SCOPE

The scope of this policy concerns those situations in which life hazard conditions warrant the evacuation of an area. An "area" is defined here as anything more than a single structure.

8.05 PUBLIC INFORMATION

Any major evacuation will require and benefit from complete Public Information notification. A Public Information Officer should be assigned to communicate with radio and television stations as quickly as possible to explain exactly what the situation is and what people involved should do.

8.06 EMERGENCY OPERATING CENTER

In situations where the Emergency Operations Center (E.O.C.) at Civil Defense has been activated, the Fire Department Command Post at the scene may be required to report information to and receive direction from the E.O.C.

8.07 EVACUATION CENTERS

- A. In most situations it is desirable to have a location where evacuees can be directed. This Center should be located and identified as quickly as possible.
- B. Recreation centers and schools are designated as evacuation centers.
- C. The ultimate decision to open and man these shelters will rest with the Office of Civil Defense.

8.08 ORGANIZATION OF EVACUATION

Once the desired area of evacuation and the operational perimeter have been established, a plan is necessary to actually effect the desired evacuation. This will be dependent on the resources available (Fire, Police, other agencies) and the type situation. Personnel from one or several agencies may be involved in actually alerting citizens and assisting them to evacuate.

- A. Establish a Command Post for Fire, Police, and Rescue. Utilize maps of the area to make assignments and report progress jointly to avoid duplication or omissions. If it is infeasible to have the Fire, Police, and Rescue Command Posts together, liaison will have to be established.
- B. Assign units or companies (if they are available) to evacuate specific objectives (a building, a block, a street, etc.) and report completion.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Incident Command Resource Request
Code:	3-III-9
Revised:	Draft

9.01 PURPOSE

To provide a means of obtaining resources, from outside agencies, to control an emergency situation.

9.02 POLICY

- A. Whenever it is determined by the Incident Commander that an emergency situation has exceeded the resource capabilities of the fire department the Incident Commander may obtain additional resources by contacting outside agencies through the Office of Civil Defense.
- B. Request for additional resource needs shall be made by the Incident Commander through Fire Alarm to Civil Defense.
- C. Request for specialized equipment and/or apparatus (i.e. bulldozers, excavator, water tanker, trash pump, etc.) must be specifically made through Fire Alarm for documentation.
- D. The Incident Commander is responsible for the assignment of arriving resources as may be consistent with the emergency situation and I.C.S. guidelines.

9.03 PROCEDURE

- A. Upon request for additional fire resources Fire Alarm shall move fire equipment to the emergency incident from fire stations.
- B. Additional manpower shall be moved from Headquarters utilizing available vehicles to accomplish the move.
- C. Following the minimum staffing guidelines and recall guidelines, Fire Alarm or the Officer in Charge shall bring back off duty personnel.
- D. Request for special materials and/or equipment shall at first be secured through the Civil Defense and the Department of Public Works.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Building Evacuation
Code:	3-III-10
Revised:	Draft

10.01 PURPOSE

To provide a system for evacuation of buildings during emergency situations.

10.02 POLICY

- A. The Incident Commander shall initiate building evacuation operations whenever, in his/her opinion, it is in the best interest of occupants to be evacuated due to a definite life safety hazard.
- B. Additional resources, as may be required, shall be requested by the Incident Commander to accomplish life safety objectives during evacuation operations.
- C. During bomb threat situations, the decision to evacuate a building rests with the occupancy management and the law enforcement agency involved.

10.03 RESPONSIBILITY

The Incident Commander shall be responsible for initiating evacuation operations at emergencies involving structures, which are occupied.

10.04 SCOPE

The scope of this policy is concerned primarily with the evacuation of those buildings in which a life hazard problem has developed due to an emergency condition within the involved building.

10.05 PROCEDURE

- A. Establish a plan. Plan the evacuation and make assignments and progress reports related to the plan.
- B. Evacuate persons in the greatest danger first. The people in the greatest danger in a fire are those in the immediate area and those above.
- C. Assign specific areas for evacuation. Companies should be assigned, according to priorities, to specific areas, sectors, or floors to evacuate and report "all clear".
- D. Identify safe evacuation routes. Usually an evacuation is intended to remove occupants from a hazard. The objective should include moving occupants to safe areas via identified safe paths. Companies may have to be assigned to keep the evacuation routes safe (with protective lines, ventilation, etc.). Use normal means of egress first (e.g. halls, stairs, elevators, etc.). Aerial platform, ground ladders, fire escapes, etc., are secondary means

of egress. If the evacuation route is unsafe, consider leaving occupants where they are until conditions improve.

- E. Identify evacuation stairs. In multi-story buildings, it may be necessary to designate one stairway to be used for evacuation while another is used for fire- fighting and/or ventilation.
- F. Evacuate to a safe location. Move evacuees to a location out of danger, but not further than is practical. In a high-rise building, two (2) or three (3) floors below the fire is usually adequate. Attempting to move evacuees too far tends to complicate the situation. The location chosen must be safe.
- G. Use alarm and communications systems. These systems are designed to warn people of the need to evacuate. Use these in conjunction with evacuation teams when the need to evacuate is urgent. (If the situation is not urgent, face-to-face contact is less distressing than alarm bells).
- H. Avoid panic. Personnel must consciously work to lessen anxiety of occupants and avoid panic. Explain what the problem is and what needs to be done as accurately as the situation permits.
- I. Assign sufficient resources to evacuation. Rapid evacuation of a building may require a major commitment of companies. The commitment of companies must be sufficient to provide for non-ambulatory evacuees and those needing physical assistance. Never leave evacuated occupants unattended.
- J. Use elevators with emergency controls. Elevators may be a valuable tool in evacuating a high-rise building, if, they have Emergency Control features and are operated by Fire Department personnel in communication with Command. Elevators should only be used when the safety of the hoistway is known.
- K. Do not evacuate unnecessarily. If conditions do not present a hazard, evacuation may be unnecessary. Send personnel to evaluate conditions and judge the need for evacuation if the need is not obvious.

10.06 MARKING SEARCHED ROOMS

- A. A roll of red plastic surveyors ribbon will be kept on all truck and first-due engine companies. In addition, all suppression personnel will keep a ten (10) to twenty (20) foot section of ribbon in their turnout coats.
- B. After a primary search of an area has been completed, a piece of ribbon will be attached to the doorknob. A second ribbon will be attached to indicate completion of secondary searches.
- C. If a door does not have a knob on it, the door should be closed on the ribbon, leaving one (1) end sticking out at approximately the height of a handle.
- D. Ribbons marking rooms should be approximately twelve (12) inches long.
- E. Ribbons will be removed and disposed of by department personnel upon termination of the emergency.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	III - Command Operations
Subject:	Localized Disasters
Code:	3-III-11
Revised:	Draft

11.01 PURPOSE

To provide guidelines for members to operate during times of localized disasters.

11.02 POLICY

In the event of a localized disaster situation such as floods, high winds, high surf, landslides, plane crashes, collapsed buildings, major fires or other such disasters this policy shall be followed and adhered to.

11.03 RESPONSIBILITY

A. Fire Alarm Office

1. The Fire Alarm Office will be the primary and control center where all information will be directed, recorded, and dispatched.
2. Whenever extreme weather warnings are received from the National Weather Service or other warning points, The Alarm office will broadcast the information on the fire department radio. They shall also notify the Fire Chief, Deputy Fire Chief, and Assistant Chiefs.
3. Should the Emergency Operations Center (EOC) at Civil Defense be activated the Alarm Office shall notify the Fire Chief, Deputy Fire Chief, Assistant Chiefs and District Commanders.
4. The Alarm office shall dispatch fire department units to assist in warning and evacuating the public using government vehicles as directed by District Commanders.
5. The Alarm Office may relocate fire units within the general disaster area in readiness for emergency actions and directed by the Fire Chief.
6. The Alarm Office shall maintain close contact with the EOC and exchange pertinent information and cooperate with EOC until the disaster is declared over and normal operations resume.

B. Chief Officers

1. The Deputy Fire Chief shall assume the overall responsibility for the performance of all fire department personnel and equipment during the localized disaster.
2. District Commanders shall be designated to represent the fire department in joint operations with other department and agencies during times of localized disaster.
3. District Commanders of the affected area of the disaster shall use his/her vehicle in establishing a Field Command Post for operations.
4. District Commanders at the Field Command Post shall coordinate functions of the various agencies including accepted volunteers.

C. Company Commanders:

1. In the event of floods, windstorms or other disasters which jeopardize quarters, officers shall protect or relocate to safety all personnel, apparatus, and equipment.
2. Company Commanders shall be resourceful in meeting the needs at the scene and keeping the Alarm Office informed of company actions and current situation
3. Company Commanders may use their units as the Field Command Post until relieved by the District Commander.

11.04 DEPLOYMENT OF PERSONNEL

- A. The Deputy Fire Chief shall proceed to EOC at Civil Defense to represent the fire department and command department operations from his/her location.
- B. All on duty District Commanders shall retain command of operations in their own platoon area.
- C. The Communications Officer shall report to the Alarm Office and supervise communications and collaborate with Civil Defense.
- D. Off duty Chief Officers may be recalled for duty when deemed necessary by the Fire Chief.

11.05 EVACUATION OF FIRE DEPARTMENT BUILDINGS

- A. In the event that an evacuation of a fire department building is ordered, due to a localized emergency, all personnel shall seek safety and relocate to a specified area by the District Commander.
- B. Company Commanders shall preplan evacuation of fire stations with written instructions for evacuations kept posted on station bulletin boards. Evacuations instructions shall list responsibilities of station personnel receiving the warning, search action by station personnel in cases of bomb threats, methods of alerting personnel, routes of exit, assembly points of safety and precautionary measures to be taken for protection of apparatus and equipment. These instructions shall be reviewed annually as part of regular company training.
- C. During an emergency, the performance and movement of the company and personnel shall be promptly reported to the Fire Alarm Office.
- D. Maintenance and supply supervisors shall exercise responsibility corresponding to that of the Company Commanders with regard to building evacuation.
- E. Personnel at Headquarters shall evacuate the building in accordance with the published instructions for evacuation.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Metal Fires
Code:	3-IV-1
Revised:	Draft

1.01 PURPOSE

To provide a safe and effective method in the handling of metal fires.

1.02 POLICY

In the event of a fire involving metals, the following procedures shall be followed.

1.03 PROCEDURE

A. TACTICAL CONSIDERATIONS

1. Size up the situation.
2. Report on conditions.
3. Provide life safety measures.
4. Request needed assistance.

B. ALUMINUM POWDER FIRES

1. Best extinguished by sand, salt (sodium chloride), talc, special proprietary compounds, or other dry inert material applied gently to smother the fire.
2. Guard against dust explosion when ringing a pile of powder with sand.
3. Dangerous reaction possible from use of water, foam, and carbon tetrachloride; dry chemical (carbonate) and CO₂ fire extinguishers have no extinguishing value.
4. Containers of powder, which have spontaneously ignited (hydrogen released from damp powder builds up pressure in container and upon escaping to air, ignites), should be extinguished and removed from building.

C. MAGNESIUM FIRES

1. Solid pieces will melt faster than they burn, so guard for steam explosions when water hits molten metal. Large fires involving castings can be brought under control with large streams of water (turret nozzle); if building is not already well ventilated, the ensuing steam explosions will quickly do so (removing roof and windows). The white smoke is not toxic, but the actinic light can cause eye injuries.
2. MAGNESIUM SCRAP: Cannot usually be put out with water, but produces explosions and spattering of chunks and particles.
3. SHEET MAGNESIUM AND SMALL DIAMETER PIECES. "TMB" (Trimethoxyboroxine) fire extinguishing fluid applied to a sheet magnesium fire

following a cooling with water spray results in complete extinguishments by a glossy coating; TMB is a flammable liquid, and the fumes produced during extinguishing operations are toxic.

4. **SMALL FIRES.** Resins, graphite, salt (sodium chloride) and special proprietary compounds may be used on small fires, or the burning material may be picked up on a dry shovel. Do not use water or CO₂ on magnesium wheel fires, as the sudden contraction caused by the cooling effect can cause the wheel to be violently blown off the axle. Dry chemical is OK.
5. **MAGNESIUM-THORIUM ALLOYS.** The firefighting problems are essentially the same as for magnesium, but give rise to the added danger of toxic and radioactive products of combustion.

D. ALKALI METALS

1. These metals burn at low temperatures and some, such as sodium, potassium and rubidium, ignite when moist; all three decompose water violently to produce hydrogen, causing its ignition; caustic fumes are also given off at the same time. These metals cause burns in contact with skin. (Neutralize burns with vinegar and flush with water.)
2. Fine dry sodium chloride (table salt) is a good extinguishing agent for sodium fires; graphite, dry soda ash, and special compounds can also be used, and even sand if it is really dry. Never use water, foam, soda- acid, CO₂ or CC14 on alkaline metal fires, as each will produce a violent reaction.
3. If burning sodium can be submerged in kerosene the sodium fire will go out and the flammable liquid fire can be extinguished with CO₂. (Kerosene tank fires containing stored sodium should never be fought with foam or water, for when water sinks to bottom and hits the sodium, a violent explosion and fire will occur.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV – Firefighting
Subject:	Structure Fires (General)
Code:	3-IV-2
Revised:	Draft

2.01 PURPOSE

- A. To provide a means of suppressing fires when they occur within a structure.
- B. To establish guidelines so that all personnel shall have a clear understanding of their responsibilities at the scene of a structure fire.

2.02 POLICY

These guidelines shall be followed whenever a fire occurs within a structure.

2.03 PROCEDURES

A. UPON ARRIVAL

- 1. The first in officer shall give a brief condition report.
 - a. Number of stories.
 - b. Type of structure.
 - c. What is showing?
 - d. From what side the problem is showing?
 - e. Report on exposures.
 - f. Who is in command?
- 2. Conduct an on the spot size-up using the COAL WAS WEALTH method.
- 3. The first arriving officer shall take command.

B. COMMUNICATIONS AND COORDINATION

- 1. Good communications and proper coordination are essential at structure fires.
- 2. The Incident Commander must provide the necessary coordination of the various fire ground activities.
- 3. The Incident Commander must communicate all instructions and vital information clearly to those who he is supervising.

C. TACTICAL CONSIDERATIONS The Tactical objectives in fighting a structure fire shall be in order of priority as follows:

- 1. Rescue
 - a. Human life is the most important consideration at a fire or other emergency.
 - b. Rescue of humans override all other strategic considerations at a fire.
 - c. The primary functions of the engine company shall be rescue of people if needed.

- d. A primary and secondary search shall be conducted at all structure fires. During search all rooms shall be marked with red ribbon that all personnel carry in their coat pockets.
- 2. Exposure Protection
 - a. Exposure protection is the strategy of preventing a fire from spreading to the uninvolved building(s) or in involved parts of the fire building.
 - b. The first in Incident Commander shall be responsible for the initial protection of exposures.
- 3. Confinement
 - a. The strategy of confinement means preventing the fire from extending to uninvolved sections of the building.
 - b. Whenever possible, the most effective method of confining fire spread is a direct attack on the fire.
 - c. The Incident Commander shall decide whether to make an offensive approach, aggressive interior attack, or a defensive approach, attacking the fire from the outside. There may situations when both approaches could be used.
 - d. All avenues of fire spread must be considered example: shafts, openings, utility raceways, ducts etc.
 - e. Where fires involve concealed spaces (facade, ceilings, construction voids, etc.) it becomes very important that the firefighters open up such areas and engine companies operate fire streams into such areas.
- 4. Ventilation
 - a. Based upon the situation, ventilation may need to occur anytime during the operation.
 - b. The second due in engine company will assume initial responsibility for ventilation.
 - c. Ventilation shall be employed to:
 - 1. Channel heat, smoke and flames from potential victims.
 - 2. To prevent back draft and flashover.
 - 3. To remove heat and smoke from the building so to reduce property damage.
 - 4. To allow the interior of the structure to be more tenable and safer for firefighting operations.
- 5. Salvage
 - a. Salvage may need to begin at various points during a fire operation.
 - b. Salvage is those operations required to safe guard personal property, furnishings, and the unaffected portions of a structure from the effects of heat, smoke, fire and the weather.
 - c. Salvage shall include:
 - 1. The use of salvage covers.
 - 2. Removing water from the structure.
 - 3. Removing furniture and personal belongings to a safe location.
 - 4. Debris removal.
 - 5. Removal of valuables from debris.
 - 6. Covering openings to keep weather out and to secure the building.
 - 7. All members are expected to perform in a manner that continually reduces loss during fire operations.
- 6. Extinguishments

- a. In most fire situations a quick and aggressive attack at the seat of the fire will take care of rescue, exposures, and confinement at the same time.
- b. The size-up will provide information as to techniques, equipment and manpower needs to overcome the fire.

7. Overhaul

- a. The purpose of overhaul is to make sure the fire is completely out.
- b. Overhaul operations must be properly coordinated with fire investigation efforts.
- c. Unsafe conditions should be identified early in the overhaul process and definite efforts made to avoid the possible problems associated with the same.
- d. During overhaul most firefighters are more relaxed, tired, perhaps less alert and thus more apt to get injured.
- e. Personnel should not remove their breathing apparatus until the area is completely cleared of toxic gases.
- f. When available, a fresh crew should perform overhaul.
- g. Particular attention should be given to hidden areas during overhaul.
- h. During overhaul care should be given to protect personnel from exposure to carbon monoxide and other by products of combustion. The Carbon Monoxide Detector should be placed in the work area to monitor the CO Level until it drops below 50 parts per million (ppm).

D. UTILITY CONTROL

- a. Utilities should be shut down and brought under control to insure that they will not contribute to the fires spread, overall damage or create any type of safety hazard.
- b. At structure fires where electrical involvement or damage has occurred, request via radio the response of the Guam Power Authority.
- c. If the electric company is not available in time, fire personnel may shutdown the power.
- d. If necessary, shut down gas lines at the meter and have the appropriate gas company notified.
- e. If necessary, shut down water supplies to the structure at the valve closest to the point of usage.

E. SAFETY

- a. Safety is an important aspect of all fire ground operations. Accomplishing fire ground objectives in a safe manner helps reduce firefighter injuries and deaths.
- b. Members involved at structure fires shall wear appropriate protective clothing and self-contained breathing apparatus.
- c. Fire ground operations should not be carried out in a rush, but rather they should be accomplished at a reasonable pace, which allows for operations to be completed in a safe and efficient manner.
- d. Fire Officers must constantly be aware of both fire and structural conditions, which may deteriorate at a point and places firefighters in jeopardy.
- e. Indications of the possibility of structural collapse and/or other life threatening occurrences shall be communicated to all personnel within the incidents perimeter and appropriate actions taken.

F. LIFE SAFETY

- a. Life safety to firefighters and the public is the number one priority in all emergencies.
- b. Fire ground operations shall be coordinated and conducted in such a manner as to support life safety operations, which may be currently underway.
- c. Hose line placement and ventilation shall be coordinated so as to affect a safe and efficient rescue operations.
- d. Use normal means of egress first e.g. halls, stairs.
- e. Aerial ladders, hand ladders, fire escapes are considered to be secondary means of egress.
- f. Provide for the care and medical needs of victims who have been removed from the fire building.

G. ON-SITE FIRE EQUIPMENT AND SYSTEMS

Utilize on-site fire protection equipment and systems to best advantage in accordance with the type of system and the fire situations.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV – Firefighting
Subject:	Operations in Sprinklered Buildings
Code:	3-IV-3
Revised:	Draft

3.01 PURPOSE

To establish a standard procedure for operations in sprinklered and standpipe buildings.

3.02 POLICY

In the event that a structure equipped with a sprinkler or standpipe system is reported to be on fire (either by verbal or alarm system notification) the following operations have been established.

3.03 UPON ARRIVAL

- A. Give a conditions report.
- B. Continue size-up.
- C. Determine exact location of the fire.
 - 1. Check with occupants.
 - 2. Check annunciator panel (if available).
 - 3. Check for alarm bells ringing, which may indicate the involved zone.
 - 4. Check for water flowing from exterior drains, which may indicate the general area.
- D. Second engine to arrive at the scene of a building equipped with a sprinkler and/or standpipe system shall position the apparatus at the Fire Department Connection (F.D.C.) and await orders to connect to the system and provide water supply. The pump operator shall automatically connect to the F.D.C. upon hearing that there is smoke or fire existing in the building as reported from the interior fire crews.

3.04 SAFETY

- A. Utilize full protective clothing.
- B. Maintain tight control over personnel during interior operations.
- C. Utilize hose lines and/or lifelines during interior search operations.

3.05 PROCEDURES

- A. The second arriving engine shall be responsible for connection supply lines to the F.D.C.; however, if the first arriving engine has the F.D.C. at their location that engine should supply the system.

- B. The minimum fire department hook up to the F.D.C. should not be less than two 2 1/2" hose lines.
- C. If a fire is in progress and sprinkler heads have opened, one hundred fifty (150) pounds of pressure should be provided to the F.D.C. If long lines are required (over 100 feet) between the pumper and F.D.C., the friction loss in the hose must be considered in hydraulic calculations.
- D. Unless it is known for sure that private mains provide an adequate supply, pumpers should be connected to GWA hydrants, if available. A general rule is not to take suction from hydrants on a private system unless it is known that the system is adequate for the purpose. Another reason not to take water from a private hydrant is it is possible that the sprinklers might be tied into the same water supply.
- E. Send a firefighter, equipped with a hand radio, to inspect the shut-off valve to:
 - 1. Determine if the sprinklers are operating properly.
 - 2. Open the valve if it is closed.
 - 3. Shut off the valve promptly when the Incident Commander decides that sprinkler operations may be discontinued.
 - 4. Reopen the valve in the event that the fire rekindles and cannot be controlled by those hand lines which are already in place.
- F. Normally, 1 1/2" or 2 1/2" hand lines may be used for fire streams in sprinklered buildings. However, when fires involve unusual hazards, high piled stock or large areas, 2 1/2" hand lines should be considered.
- G. Observe the effect of the sprinklered system on the fire to determine:
 - 1. If the system is operating properly.
 - 2. The size and number of hose lines, which may be needed to effect complete control and extinguishment.
- H. Insure that evacuation, search and other life safety measures are promptly completed at fires in sprinklered buildings.
- I. Effective control of fires in sprinklered buildings requires proper ventilation. Whether such ventilation is accomplished by conventional means or by utilizing on site built-in automatic systems, the following steps must be accomplished:

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	On-Site Auxiliary Fire Equipment
Code:	3-IV-4
Revised:	Draft

4.01 PURPOSE

To establish a procedure for identifying the type, condition and possible use of on-site auxiliary fire equipment in a given situation.

4.02 POLICY

In the event a fire is reported in, or in the event a building or property is threatened by fire the following guidelines have been established pertaining to the use of on-site fire equipment.

4.03 PROCEDURE

- A. Determine if the involved occupancy has on-site auxiliary fire equipment; if so, identify the type or types of auxiliary equipment provided.
- B. If the occupancy is so equipped, determine if the auxiliary fire equipment is in operation.
- C. If currently in operation, determine the effectiveness of such equipment.
- D. If auxiliary equipment is non-operational, determine how to activate such equipment and place it into service if it will aid in control of the fire.
- E. Provide support to on-site auxiliary fire equipment in accordance with the type of equipment involved and the nature of the fire situation.

4.04 SCOPE

For the purposes of this policy, on-site auxiliary fire equipment shall include the following:

- A. Sprinkler systems.
- B. Standpipe systems.
- C. Wall lines.
- D. Dry chemical systems.
- E. Carbon dioxide systems.
- F. Foam systems.

4.05 SPRINKLER SYSTEMS

The following guidelines apply to all types of sprinkler systems including: wet pipe and dry pipe systems, deluge systems, pre-action systems, combined dry pipe and pre-action systems and outside sprinklers for exposure protection.

- A. Be guided by fire department policy concerning fires in sprinklered buildings.
- B. At fires where sprinkler systems are operating, support the system by pumping to the Fire Department Connection (FDC) at a pressure of 150 p.s.i. through a minimum of two (2) 2 1/2" hose lines.
- C. Check the effectiveness of the sprinkler system and take appropriate action to insure proper control and extinguishment.
- D. Insure that the water supply valve to the system is open. Detail a firefighter with a hand radio to stand by at the valve.
- E. Sprinkler systems in buildings which are severely exposed to a fire from another building or outside source such as a storage area should be supplied at the FDC to insure proper exposure protection.
- F. The pumper supplying the FDC should be utilized solely for that purpose, and additional hose lines should not be taken from that engine unless absolutely necessary.

4.06 STANDPIPE SYSTEMS

Where an occupancy is equipped with a standpipe system, Fire Department personnel should utilize the system to best advantage to eliminate the need for excessively long hose lays.

- A. Where the standpipe system is independent and is also equipped with a Fire Department Connection (FDC), support the system by pumping to the FDC, providing a pressure of 100 p.s.i. at the connection and 5 p.s.i. per story for each floor above the ground level. In addition, hydraulic calculations must also be included for the hose line(s) being utilized off the standpipe outlet. Support of the system through the Fire Department Connection (FDC) shall be with a minimum of two (2) 2 1/2" hose lines.
- B. Where the standpipe system is combined with the sprinkler system by pumping to the FDC, providing the appropriate FDC with the standard pressure of 100 p.s.i. at the connection.
- C. Those members who are assigned to the interior attack utilizing the standpipe outlet must be able to communicate with the pump operator supplying the system.
- D. When a line is connected to a standpipe outlet in a stairwell on the fire floor, the excess hose should be pulled down the stairway toward the next floor before it is charged. The hose will easily come up the stairs as the advance is made.
- E. It is obvious that the stairwell at the fire area is important for advancing lines to the fire floor. It is just as important to occupants of the building who may be using it for evacuation. Firefighters must be careful not to impede their progress and not to allow great volumes of smoke to get into the stairway. If another stairway, farther from the fire is available, evacuees should be directed to it.
- F. If the outlets are in the corridors, the attack should begin from an outlet on the floor below the fire floor. The first line (or lines) should be advanced up a stairway to the fire floor. Most of the line should be taken up the stairs, so that it can more easily be advanced through the corridor of the fire floor. If required, additional lines may be taken up the stairs from still lower floors. This may also be necessary if the floor below the fire is untenable.
- G. If the fire is located some distance down the corridor from the stairway, the initial hook-up may be made on the fire floor. However, this should not be attempted unless firefighters are certain that the fire is confined to a unit off the corridor or at least is some distance from their point of entry to the fire floor.

4.07 WALL LINES

When the decision has been made to utilize wall lines or house lines (as they are sometimes called), members should keep in mind the limitations of such installations and be guided by the following:

- A. When utilizing a wall line installation:
 - 1. Disconnect the existing hose line.
 - 2. Remove any pressure-reducing device, which may be present.
 - 3. Connect fire department hose.
- B. Remember that the volume of water and the pressure available from these installations may be limited.
- C. House line installations may be utilized for initial attack while back-up lines are being stretched into position.

4.08 DRY CHEMICAL SYSTEMS

Dry chemical systems may be found in a variety of occupancies and installations. Some of these include restaurants, spray booths and dip tanks.

- A. Upon arrival at an out-of-doors fire being attacked by a dry chemical extinguishing system, such as a tank loading rack, lay lines to back up the system in case of re-ignition by hot metal after the chemical has dispersed. If you have portable extinguishers on your apparatus suitable for the kind of fire involved, they can be used to supplement the system.
- B. In the case of local application systems inside a building, such as for a dip tank, do not turn hose streams on the fire, since this is likely to splash the burning liquid out of the tank and cause it to spread on the water to the rest of the building.
- C. If a total flooding system is operating, do not open up the enclosure until the powder has fully extinguished the fire and any hot objects, which can act as sources of re-ignition have cooled off. The chemical must be permitted to build up sufficient concentration inside the enclosure to do the job. Any premature "opening up" would nullify its operation.
- D. If it is necessary to enter an enclosure in a heavy concentration of dry chemical to close up openings or effect a rescue, wear self-contained breathing apparatus and go in pairs.
- E. Where hand hose systems are available, these can often be used to help to automatic system.
- F. Before leaving the scene of an incident where a system has operated and after you have completed your overhaul and salvage work, be sure that steps are taken by the plant's management to restore the system to a condition of readiness.
- G. Before leaving the scene the Health Department should be notified of the problem so that they may investigate for contamination of food products.
- H. Always check out the possibility of fire on upper floors or in the attic whenever a grease duct fire occurs.

4.09 HALON SYSTEMS

It is vitally important for all members to have an under-standing of Halon extinguishing systems.

- A. When responding to a fire where a total flooding system has operated in a room or vault, do not open the door until you are satisfied that the fire is out; do not open the door until sufficient time has elapsed to allow the gas to "soak" in and the material to cool so that re-ignition will not occur when the inert atmosphere is dissipated.

- B. When you decide to "open up", wear self-contained breathing apparatus and overhaul the fire right away to make certain that extinguishment is complete and to ensure against a rekindle.
- C. It is always well to "back up" any system, whether local application or total flooding, and regardless of the agent, with suitable extinguishing capability, just in case the system fails to function as intended.
- D. During overhaul work, be sure to wear your self-contained breathing apparatus while placing fans to assist in the prompt ventilation of such areas; but do not merely move the combustion products to another location, be sure they are directed to the outside where they will not enter a basement or lie in some hole. Remember that Halon 1301 is about five times heavier than air, and is apt to settle in low places.

4.10 CARBON DIOXIDE SYSTEMS

- A. Be prepared to operate the system manually just in case automatic activation has not occurred.
- B. If, upon arrival, the warning alarm has already sounded, the occupants of the room have withdrawn, the doors have closed, and the CO₂ has already discharged into the area, do not open the door to "see for yourself."
- C. Where response is to a fire being attacked by a local application system, you may be able to assist in the extinguishment by using a carbon dioxide hand hose line system if one is available.
- D. Be prepared to handle flashback that may occur after the gas has dispersed, by having your supplementary extinguishing equipment ready for immediate use. But, be sure it is suitable for the type of fire, or you can make things worse.
- E. If it becomes necessary to enter a flooded room to affect a rescue or manually close some opening to seal up the enclosure; in such circumstances, not less than two men, equipped with breathing apparatus and lifeline should carry out the task.
- F. When ventilating a room, which has been flooded with CO₂, portable fans can sometimes be used to assist in removing the gas, especially where the vault or room has no exhaust system of its own. In this initial opening up, be sure to wear self-contained breathing apparatus.
- G. Be sure that steps are taken by the occupancy's management to restore the system.

4.11 FOAM SYSTEMS

- A. If the fire has not yet been extinguished, make sure that the system has not had any valves closed which would prevent the water from flowing, or electricity cut off, which would prevent the foam concentrate or water pumps from functioning.
- B. If the fire is still so small that the detectors have not yet operated, it may be possible to stop it with portable extinguishers before the system is activated.
- C. However, if there is a serious fire progressing beyond the capabilities of hand extinguishers, the system should be quickly tripped by hand (if not already operating) and backed up with additional protection in the form of hand hose foam streams, or carbon dioxide wheeled units or hand hose, if available; high expansion foam generators and dry chemical extinguishers can also be used, providing these agents are compatible with the foam being applied by the system.

- D. If a large spill has occurred, but not yet ignited, any system designed to protect this area could be manually operated to provide a protective foam blanket as an interim precaution while the leak is being stopped and the spill removed.
- E. Do not nullify the effectiveness of the foam by turning water streams into a tank or diked area, for not only will this break up the continuity of the surface blanket, but can cause the foam to overflow the container and may even wash flammable liquid over the sides and spread the fire.
- F. Remember that some systems are designed to provide insulation and exposure protection, as well as extinguishment of spill fires; such is the case where foam spray nozzles are located over the vessel to be protected, so be careful not to wash away this foam protection with your hose lines. The use of high velocity fog nozzles may be helpful, however, in shielding other tanks, stills, or processing equipment in the vicinity.
- G. After the fire is extinguished, and before returning to your quarters, see that the occupancy management restores the foam system to service.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Highrise Fires
Code:	3-IV-5
Revised:	Draft

5.01 PURPOSE

- A. To provide a means of fighting fires in highrise buildings.
- B. To gain control of the building early in the fire.
- C. To insure the safety of all the building occupants.

5.02 POLICY

High-rise fire guidelines shall be followed on any structures that is three stories and above.

5.03 PROCEDURE

- A. First-In Company should enter the lobby and obtain whatever information is available and give a conditions report.
- B. Locate the fire and relay information concerning the following:
 - 1. Reported location of fire (if known).
 - 2. If there are occupants still in the building and search and rescue is needed.
 - 3. Safety of elevators. (Are they useable?)
- C. Attempt to determine if rescue problem exists.
- D. Call for additional help, if necessary.

5.04 COMMAND STRUCTURE

Establish a Command Post including the following as needed:

- A. Resources Staging Area
- B. Lobby Control
- C. Operating Staging Area
- D. Stairwell Support

5.05 SAFETY

- A. Establish lobby control early in the fire to control elevators, utilities and running list of personnel in and out of the building.
- B. Area below fire (exterior) should be kept clear for two hundred (200) feet in all directions due to the possibility of broken glass falling from above.
- C. Command Post should be a minimum of two hundred (200) feet from the fire building.

- D. If elevators are judged safe to use, proceed two floors below fire floor and use stairwells the rest of the distance.
- E. For rescue purposes, there are generally approximately one hundred (100) occupants per floor in a highrise building.
- F. Initial fire attack crew will need relief in twenty minutes (this includes the time it takes to ascend to the fire floor).

5.06 COMMUNICATIONS

- A. Communications are usually poor in a "concrete and steel skeleton"
- B. Building utilizing portable hand radios. Sometimes, moving to open window or roof will improve communications.
- C. It may be possible to utilize building's intercom or phone system.
- D. To minimize radio traffic over the emergency scene channel interior sector officers may make use of the building telephone system to contact the Command Post through the cellular telephone system.

5.07 OPERATIONS

- A. Locate fire - leaving one member in lobby to establish lobby control.
- B. Prepare for standpipe operation. Pump to both standpipe and sprinkler system.
- C. If evacuation is necessary, you may be able to move the occupants to safe area two or three floors above or below fire, rather than evacuating everyone out by way of the lobby.
- D. A command post shall be established and other high-rise operational positions shall be implemented as needed to insure an efficient operation.
- E. Ventilation is most effectively carried out by removing (if possible) or breaking out the windows on the fire floor (horizontal ventilation).
- F. If you must ventilate vertically using stairwells, make sure that escape is not cut off for anyone; also that only a smoke tower stairwell be used.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Wildland Fires
Code:	3-IV-6
Revised:	Draft

6.01 PURPOSE

To establish guidelines that will provide the fire ground commander and personnel with a safe and effective way of handling fires involving brush and/or ground cover.

6.02 POLICY

In the event of a brush and/or ground cover fire the following guidelines have been established.

6.03 PROCEDURE

- A. Report on conditions.
 - 1. Determine actual location of fire (including size). Use topographic maps for precise location.
 - 2. Direction and characteristic of fire travel.
 - 3. Type of fuel burning (light grass, heavy bush).
 - 4. Exposures.
 - 5. Action being taken by first arriving unit.
- B. Request additional equipment.
- C. Determine plan of action based on priorities and resources available.

6.04 SAFETY

- A. All members shall wear necessary protective clothing in accordance with the hazard.
- B. Safety rules for operating vehicles "off road".
 - 1. Have a means of escape should your position be over run.
 - 2. Avoid commitment of units on narrow roads in heavy brush areas.
 - 3. It is not uncommon for heavy vehicles to become stuck off road.
 - 4. Before taking a unit "off road", you must know location and direction of fire travel.
- C. Post guard when advancing and manning lines in brush areas. Some things to be especially cautious of are:
 - 1. Spot fires below your crew and frequent spot fires.
 - 2. Changes in wind velocity and direction.
- D. A means for escape shall be made known to all fire personnel working in brush areas. Stay close to burned area.
- E. All personnel should know location and direction of travel of fire head(s).

- F. Do not allow fire personnel to become exhausted. Provide rest periods. Frequency will be dependent upon topography and weather conditions.
- G. Be alert to the possibility of downed electrical wires; there may be energized fences as a result.
- H. Do not go downhill to attack a fire.

6.05 CONTROL

- A. Base all actions and strategy on current and expected behavior of fire.
- B. Structural protection and life safety take priority over extinguishment of brush.
- C. If offensive attack (direct attack) is indicated, choose an anchor point and hit the head of the fire, if possible. If that is not possible, establish an anchor point and start on the flanks and work toward the head.
- D. If the fire is a large, hot, fast moving one, then a direct attack may not be possible. In such cases, an indirect and/or parallel attack may be utilized by cutting a fire line a distance ahead of the fire (or utilizing natural fire breaks, such as highways) to halt the progress of the fire.
 - 1. This may require writing off losses (structures, etc.) in the path of fire.
 - 2. Indirect attack is commonly used in conjunction with backfiring techniques.
 - 3. Backfires shall not be conducted unless personnel are properly trained in this technique.
- E. Different methods of attack may be used simultaneously according to the situation.
- F. If assigned structural protection, keep hose lays flexible enough to be able to quickly break away in the event of being over run.
- G. If additional resources are needed the Department of Agriculture's Forestry Division should be contacted. They have added supplies of hand tools, backpack pumps, tractors, and call list for additional personnel.

6.06 COMMAND

- A. Fires requiring the coordination of two (2) or more units should have the Incident Command System put into effect.
- B. Establish a Command Post in accordance with 3-III-3, Command Post Procedures.
- C. The Incident Commander has responsibility for the entire operation. He also has responsibility for assigning (on as "as needed" basis) the following positions during brush fire operations:
 - 1. Operations
 - 2. Support
 - 3. Sectors/Division.
 - 4. Liaison positions between various agencies.
- D. If an area evacuation is warranted, be guided by 3-III-8 Area Evacuation.
- E. Radio communications should conform to ICS Guidelines.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Vehicle Fires
Code:	3-IV-7
Revised:	Draft

7.01 PURPOSE

- A. To provide a means of extinguishing fires in vehicles.
- B. To protect fire department personnel and civilians when fighting vehicle fires.

7.02 POLICY

These guidelines shall be followed whenever a fire occurs in a vehicle.

7.03 PROCEDURE

- A. Park apparatus uphill, upwind.
- B. Transmit report on conditions.
- C. Continue size up.
- D. Determine if additional assistance is needed.
- E. Obtain police assistance for traffic control.
- F. If involved vehicle is a common carrier, determine type of cargo.

7.04 SAFETY

- A. Wear protective clothing as per Protective Clothing Policy.
- B. Consider traffic conditions and be conscious of traffic hazardous to personnel.
- C. Consider the flow of spilled fuel (burning or non-burning).
- D. Use adequate size hose lines, appropriate portable extinguishers, and/or appropriate type foam, as needed.
- E. Be alert for possible explosion of fuel system.
- F. Be on guard for explosion of pressurized "energy absorbing" bumpers and shock absorbers.
- G. Be mindful that batteries may serve as an ignition source, produce electrical shock or explode.
- H. Remember that the suspension systems on many buses may collapse to within four (4) inches of ground level when exposed to fire.
- I. Vehicles that have air bags and the air bag has not deployed should be approached with caution. Personnel should not position themselves between the bags and seat while the air bag system is armed.

1. Vehicles with armed, un-deployed air bags should not have any tools or other objects placed in their vicinity due to those objects becoming flying objects.
2. During fires fuel lines may melt causing the fuel to leak. In some cars once the ignition is turned on the fuel pump starts to prime the engine before the engine is started. If the ignition is left on the fuel pump continues to pump fuel through the fuel lines to the engine. This should be considered by firefighters since even though the engine of a vehicle is off there is a possibility that the pump may still be sending fuel to the engine. Electrical shorts could also trigger this action.
3. It is recommended that all apparatus carry duck seal or Plug-N-Dike to try and stop leaking fuel lines. The NFPA recommends that fuel systems and fuel leaking not be flushed, as it tends to send the fuel traveling where it might ignite.

7.05 OPERATIONS

- A. POSITIONING: positioning of the apparatus at the scene can provide additional protection for the safety of the rescue crew as well as victims.
 1. When approaching a vehicle fire, operator should park the apparatus uphill and upwind if possible. In the event that should the vehicle go in motion it will not run into the apparatus and its personnel. By positioning the apparatus upwind toxic gas and smoke will not be blowing into the vicinity or direction of the firefighters.
 2. Operators should park the apparatus diagonally across traffic lanes to block oncoming vehicle from entering the scene. This will reduce the chances of vehicles striking emergency workers.
 3. Apparatus should be positioned at least 75 feet away from the vehicle fire.
- B. Consider water supply availability.
 1. A 1 ½" hand line hose is the minimum size acceptable for vehicle fires. This size of hose will ensure that copious amount of water can be used with an adequate amount of pressure to extinguish the fire.
 2. A dry chemical extinguisher should also be on hand and kept on board the apparatus for special hazards.
- D. Determine type of fuel and special hazards, which may be involved:
 1. The most common fuels used in vehicles are gasoline, diesel, propane and hydrogen.
 2. Some vehicles are made of special metal such as magnesium. Magnesium is used in some component of the engine and drive train particularly in Volkswagen. It is also used for decorative rims. When ignited magnesium burns fiercely and produces small explosions. It reacts violently with water, however water is the primary source of extinguishment when applied in large amounts. Well-sealed vehicles may present the opportunity for a backdraft. In this case all firefighters must recognize the signs and treat it in the same way as a structure fire. Vertical ventilation must be attempted first, if not possible then horizontal ventilation on the leeward side should be attempted. Always have a charged line in hand before trying to gain entry. Hazardous cargo may be on board a vehicle on fire. A quick inquiry with the vehicle's driver should be made once on scene. Tractor-trailers on the highway are usually carrying some sort of cargo. These vehicles should also be carrying Material Safety Data Sheet (MSDS).
- E. Fuel system
 1. Modern motor vehicles operate on the sealed fuel system (gas). This system is designed to collect vapors and send it to the carburetor making it more efficient. As

such fuel tank caps are designed to be non-venting, unless immense pressure builds up causing the cap to purge itself. The resulting backpressure will be released slowly into the atmosphere. A sealed fuel system will build up pressure and heat. Prolonged exposure to heat can cause the tank to rupture and burst. Tank has been observed sending a fireball up to 60 feet in diameter. For this reason as firefighters approach the fire they should remember to cool the fuel tank.

2. Some vehicles today are being powered by alternate fuel sources. Such as propane, compressed natural gas, hydrogen, or electricity. Propane and CNG tanks are large and pressurized and are usually found in the trunk or bed area. These tanks if exposed to heat could build up pressure and BLEVE.
- F. Coordinate with law enforcement personnel at the scene.
- G. Breathing apparatus shall be necessary for operations on all vehicle fires, inside and outside the vehicle.
- H. Be prepared for tire fires to re-ignite.
- I. To prevent electrical shock or short the vehicle's battery must be neutralized by disconnecting the cables to the battery terminals. When disconnecting battery cables from the terminals it is important that the negative polarity cable be removed first. Removing the positive cable first may result in sparks. Resulting sparks may ignite lingering flammable vapors that could set off an explosion.
- J. If dual batteries are involved, again disconnect the negative terminals first then the positive. It is important to remember that under certain conditions, an electrical short can cause the starter motor to engage, causing the vehicle to lurch forward or backwards. As a precaution firefighters should never approach a vehicle fire directly from the front, sides or rear. Firefighters should always remember to approach a vehicle from a diagonal direction. To prevent any movement by the vehicle or vehicles the tires must be properly chocked and cribbed.
- K. AIRBAGS
1. If a vehicle has an airbag and it has not deployed, the safest measure in disabling the system is to disconnect the battery. Remember to disconnect the negative terminal first. This is the most important way to prevent the airbag from deploying while extricating victims or conducting an investigation.
 - a. There are three types of airbag systems.
 - (1) The first is the solid fuel (sodium azide). This system uses sodium azide pellets to generate a mass quantity of nitrogen gas needed to fill the airbag.
 - (2) The second type is the hybrid system. This system uses argon gas and a small amount of helium compressed into a 3000-psi cylinder. A small igniter assembly ruptures a burst disk to release the compressed air into the airbag. This type is usually found in the side impact airbags and roof mounted system. Side impact airbags or impact curtains deploy downward from the headliner approximately 12 inches. Rescuers should not place any body parts through a window to access patients. Should an accidental deployment occur, having body parts in the window could lead to serious injury or death.
 - (3) The third system is the liquid fuel inflator. Liquid fuel replaces the sodium azide with ethyl alcohol. Before cutting any part of the vehicle it is imperative to remove interior paneling or plastic covering and visualize what the cutter is going to shear through.

- b. Cutting a hybrid system can cause the canister to become like a grenade. The hybrid inflator is located low in the firewall and its hoses extend to the bottom of the “A” post.
- c. If any of these systems are punctured they will release gases and chemical residue that are irritating to the eyes, nose, and mucous membrane. When activated carbon dioxide, water vapors, argon, nitrous oxide, nitric oxide and trace amount of carbon monoxide will be present.
- d. Sodium azide is reactive to moisture and should not be touched with the bare hand.
- e. When working around airbags in emergency situations it is recommended that rescuers stay at least 5 inches from the side impact airbag, 10 inches from the driver’s frontal airbag, and 20 inches from the passenger’s frontal airbag.
- f. These distances may not be applicable to the newer airbag designs. NHTSA-DOT and the manufacturer recommend that the airbag system not be restrained.
- g. Most airbag systems use hot gas to inflate them and an accident with these systems could cause serious injury. Passenger frontal inflators containing sodium azide will reach temperatures of 1,200 degrees F.
- h. Cutting the cushion to the airbag will release the hot gas into the ambient atmosphere and into the passenger compartment area.
- i. Cutting into the inflator could result in the two ends becoming projectiles. It is highly recommended that any airbag system not deployed not be cut. Gas cylinders are pressurized with compressed gas between 1400 psi to 3000 psi.
- j. Care should be taken when approaching a vehicle fire with airbags. Fire streams should be applied from a distance. During an auto fire automatic ignition will occur at 480 degrees F and the disk will rupture venting argon.
- k. At 750 degrees the inflator will ignite and prolonged exposure to the heat above 250 degrees will activate the device.

L. HYDRAULIC CYLINDERS

- 1. A concern for firefighters when approaching a vehicle fire is the energy absorption bumper. They are designed to prevent damage from low speed collision and they contain hydraulic fluid. In the event of a fire the fluid within the cylinder could heat up causing the pressure to increase within the cylinder to the point of rupturing thus, causing an explosion. Resulting explosion may extrude metal fragments causing injury or death.
- 2. Drive shafts can build up pressure as well. The air within the cylinder will expand when heated up causing the shaft to pressurize to the point of rupturing and exploding.
- 3. Lift assisted cylinders are another type of pressurized cylinder, these devices are usually found on hatchback, trunks, and hoods. These devices will rupture and explode in the same manner as the previously mentioned. They will also build up pressure so be alert and stand back when opening latches for the door will swing open with great force if not properly secured. Be aware of doors with these cylinders for they will open on their own due to weakening of the latches during the fire.

7.06 POST EMERGENCY PROCEDURE

- A. Investigate the cause of fire.

- B. Cooperate with law enforcement investigation.
- C. Insure that vehicle is in a fire safe condition prior to towing service removal of the same.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Fire Stream Management
Code:	3-IV-8
Revised:	Draft

8.01 PURPOSE

To promote the most effective and efficient deployment and utilization of fire streams possible during fire fighting operations.

8.02 POLICY

Fire stream operations shall be well coordinated and carried out in the safest, effective and efficient manner possible.

8.03 RESPONSIBILITY

- A. The Incident Commander is responsible for overall coordination and management of fire stream operations.
- B. It is the responsibility of each engine company to provide its own uninterrupted, adequate supply of water. "Provide", in this case, does not mean they must necessarily lay the line or that they must pump it. It is their responsibility to get water into their pump, by whatever means are appropriate.
- C. Company Officers must assume responsibility for the effectiveness of their fire streams. Such officers must maintain an awareness of where fire streams are going and their effect.
- D. All members involved in fire stream operations are responsible for the safe operation of such streams.

8.04 PROCEDURES

A. FACTORS

- 1. The factors involved in fire stream selection and deployment are as follows:
 - a. Size.
 - b. Placement.
 - c. Speed.
 - d. Mobility.
 - e. Supply.
- 2. The fire stream factors must be considered in light of fire stream characteristics and the fire problem in order to effectively manage fire stream operations.

B. CHARACTERISTICS

Fire control forces must consider the characteristics of fire streams, the fire stream factors, and the fire problem in order to choose the proper nozzle and stream for the task.

1. Solid stream: More penetration, reach and striking power, less steam conversion.
2. Fog: More gross heat absorption/expansion, low reach.
3. 1 ½" lines: Fast, mobile, moderate to high volume.
4. 2 ½" lines: Big water, big knockdown, slow/immobile.
5. Master Streams: Mostly stationary, slow to set up, maximum water.
6. Consider that hose lines pump as much air as they pump water (particularly fog streams). Think of them as fans when making line placement judgments, and use confinement and reduction of loss. When entering basement fire(s) do not open nozzles until you can see and are near the fire.

C. BASIC HOSE LINE PLACEMENT

1. The first stream is placed between the fire and persons endangered by it.
2. When no life is endangered, the first stream is placed between the fire and the most severe exposure.
3. Second line is taken to secondary means of egress (always bear in mind the presence of men opposite the second line).
4. Succeeding lines to cover other critical areas.
5. Whenever possible, position hose lines in a manner and direction that assists rescue activities, supports confinement, and protects exposures.
6. Hose lines should be advanced inside fire buildings in order to control access to halls, stairways, or other vertical and horizontal channels through which people and fire may travel.

D. GENERAL OPERATIONS

1. Use the size of hose line that will eventually be required from the beginning; if you need a big line provide it from the outset. If there is any doubt from the beginning, go to the next size hose line.
2. When you make a decision on what size fire stream to apply, select the size that is actually required. Beware of automatically going for the size you use most often; or the size that is fastest/easiest – we tend to rely on one size of fire stream.
3. When you change commitment from offensive to defensive and pull hand lines out for the fire building, do not continue to operate them as hand lines, convert them to exterior master streams. Give priority to water supply and application. The operating positions of such streams must also be evaluated. Do not continue to operate into burned property.
4. Do not operate fire streams into smoke. Determine the fire location before water can be effectively applied.
5. Fire streams must deliver an effective rate of flow (GPM) in order to overcome the amount of heat being generated by the fire. In other words, the amount of water and the rate at which it is applied to the fire must be enough to absorb more heat than is being generated by the fire.
6. Hoseline decisions generally involve the trade-off of time versus pure tactical placement; if a tactical placement principle is violated, back-up action must be taken.
7. Maintain control of key hydrants and be certain that pumpers are assigned to such key hydrants to provide most effective stream operation. Beware of numerous uncharged hydrant supply lines instead of fewer pumped lines.

8. As soon as a fire is knocked down, the rate of flow (GPM) should be reduced or discontinued according to the situation in order to hold water damage to a minimum.

E. ATTACK LINES

1. Offensive attack activities must be highly mobile. As their movement slows down, they necessarily become more defensive in nature and effect. Many times effective offensive operations are referred to as "aggressive"; fast, active, vigorous, energetic, bold, forward, assertive.
2. Offensive attack positions should achieve an effect on the fire quickly. Consequently, contingency plans should also be developed quickly in the event water is applied to an offensive attack position and the fire does not go out.
3. Beware of hose lines that have been operated in the same place for long periods. Fire conditions change during the course of fire operations (most things will only burn for a limited time) and the effect of hose line operation must be continually evaluated. If the operation of such lines becomes ineffective, move, adjust or re-deploy them.
4. Beware of the limitations of operating nozzles through holes. The mobility of such streams is necessarily limited and it is generally difficult to evaluate the effectiveness of such streams. Sometimes, you must breach walls, floors, etc., to operate - realize the limitations of such situations.
5. Have attack lines ready during forcible entry operations. Attack crews should be fully protected and supervised before forcible entry is affected.
6. If you commit attack crews to inside operations, do not operate exterior streams into the same building. Do not combine interior and exterior attacks in the same building. It may be necessary to coordinate pulling crews out of the building while an exterior heavy streams knockdown is made. Know when to shut down nozzles - many times continuing an operation of large streams prevents entry and complete extinguishments.

F. AERIAL STREAMS

1. Ladder pipes are particularly useful and effective when operated on large open-type fires. A good general rule is that you have, in effect, written off the building (or portion) when you initiate ladder pipe operations and you are essentially in a defensive mode.
2. Ground crews should be advised before ladder pipes go into operation.
3. Do not apply water to the outside of a roof and think you are extinguishing the fire. Such water application may offer effective exposure protection, but, if part of the roof is intact, it will shed water just like it was built to do and will prevent water from reaching the seat of the fire. This is particularly true of ladder pipe operations.
4. Do not operate fire streams down ventilation holes during offensive operations.

G. WATER SUPPLY

1. During large-scale operations, fire officers must be mindful of the fact that when several pumpers attempt to draw from the same water system, considerably less water is available and at a reduced residual pressure.
2. During alarms in which large quantities of water are required or whenever water supply is anticipated as, or becomes a problem, the Incident Commander shall request the response of a Guam Waterworks Authority representative and shall establish liaison with same.
3. Fire Department members should have knowledge of those areas in which water supply may be a problem.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Industrial Dumpster Fires
Code:	3-IV-9
Revised:	Draft

9.01 PURPOSE

To provide a safe and effective method of handling fires in industrial dumpsters.

9.02 POLICY

In the event of an industrial dumpster fire, the following procedure shall be followed.

9.03 PROCEDURE

- A. Attempt to determine what is burning.
- B. Contact employees or management to assist in determining contents of dumpster.

9.04 SAFETY

- A. All members involved operation shall be in full protective clothing, including self-contained breathing apparatus.
- B. Operate with wind at your back, if possible.
- C. Contents in dumpster may be water reactive, explosive or oxidizing agent.
- D. Should be especially aware of personnel safety during overhaul procedures.
- E. May have to decontaminate clothing, equipment and apparatus.
- F. Any member experiencing any unusual feeling, tightness in the chest, nausea, etc., should receive medical attention immediately.

9.05 FIRE CONTROL

- A. Remove bystanders from area.
- B. Attack fire from upwind.
- C. If dumpster is up against a building you may want to move into an open area, if possible.
- D. Consider water supply problems.

9.06 CONTAINMENT

- A. It may be necessary to control run-off if substance is hazardous material.
- B. Dike building material may be necessary, such as sand, potash, and soda ash.

C. If hazardous materials are present, contact and coordinate with appropriate law enforcement agency.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Fire Watch Detail
Code:	3-IV-10
Revised:	Draft

10.01 PURPOSE

- A. To provide a means of releasing fire companies from the scene of a fire, which is under control but may still require observation and additional attention to prevent rekindle.
- B. To provide means of protecting the scene of a fire investigation.

10.02 POLICY

- A. The incident commander may, at his discretion, require the posting of a fire watch for the purposes of preventing rekindle and/or protecting the scene of an investigation.
- B. Whenever a fire watch is posted, those members who may be assigned to the detail shall be properly equipped so that they will be able to obtain help immediately and take necessary actions to prevent an extensive rekindle.
- C. Whenever possible, those members assigned to fire watch detail shall be rotated in such a manner which will insure that those actually on watch will have received sufficient rest so as to be fully alert.

10.03 RESPONSIBILITY

- A. The Incident Commander is responsible for establishing a fire watch detail whenever the need becomes apparent to protect the scene for investigation or prevent a rekindle of the fire.
- B. The Incident Commander is responsible for insuring that the fire watch detail is sufficiently well equipped and provided with timely relief so as to be effective at the scene.
- C. Members who are assigned to fire watch detail shall be responsible for protecting the scene against the entry of unauthorized persons.
- D. Members who are assigned to fire watch detail shall remain alert and shall guard against the rekindle of the fire.
- E. Members who are assigned to fire watch detail are responsible for recalling help back to the scene in the event that problems arise beyond their control.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Fire in U.S. Mail/Postal Installations
Code:	3-IV-11
Revised:	Draft

11.01 PURPOSE

To provide an effective method of handling fires in United States mailboxes and postal installations.

11.02 POLICY

It shall be the policy of this department to follow this procedure as outlined in the event of fires in United States mailboxes and postal installations.

11.03 PROCEDURE

Have the dispatcher contact the postal authority and request that a representative respond to the scene.

11.04 CONTROL

Control mailbox fires, if possible, without breaking open the boxes.

11.05 EXTINGUISHMENT

Use CO2 or dry chemical to extinguish fires in mailboxes. Avoid the use of water if possible.

11.06 EXPOSED CONTENTS

If the contents of a mailbox are exposed, a member shall remain at the scene until the arrival of a postal authority representative.

11.07 UNLESS THE CONTENTS ARE EXPOSED

Unless the contents are exposed, standby will normally not be required. Companies leaving the scene prior to arrival of postal authorities shall secure the box against continued use.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Cocos Island Emergency Plan
Code:	3-IV-12
Revised:	Draft

12.01 PURPOSE

To establish procedures and guidelines to be used in response to an emergency on Cocos Island.

12.02 POLICY

All personnel shall abide by the procedures contained herein when responding to Cocos Island.

12.03 PROCEDURE

- A. For all emergencies occurring on Cocos Island that require dispatching of fire department personnel, Engine 8 and Medic 8 shall be the first due units on the scene.
- B. The Fire Alarm Office shall obtain all pertinent information regarding alarms on Cocos Island and relay the same to responding units for a safe, efficient, and effective response.
- C. Second due units shall consist of Engine 6, Medic 6, and Rescue 3.
- D. Units shall respond to Cocos Island from the Merizo Pier.
- E. In the event of a fire each engine company shall transport the following to the island:
 - 1. Four (4) sections of 1 ½" hose with nozzle(s).
 - 2. Four (4) sets of SCBA and four (4) spare cylinders.
 - 3. Pike pole
 - 4. Pick headed axe
 - 5. Forcible entry tools.
 - 6. Ladder.
- F. In the event of a medical emergency Engine 8 and Medic 8 shall transport the following to the island:
 - 1. Trauma kit.
 - 2. Oxygen kit.
 - 3. Long backboard with straps and head immobilization device.
- G. Units shall coordinate with ferry shuttles from the pier to the island in transporting personnel and equipment abroad.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Highrise Pack Operations
Code:	3-IV-13
Revised:	Draft

13.01 PURPOSE

- A. To establish a procedure facilitating the most effective method for moving a high rise pack from a truck or engine company into a fire area so that the movement will be quick, as easy as is reasonable and provide the most protection, from a safety standpoint, for our personnel.
- B. To provide the proper tools needed for suppression activities in multi-story buildings or any building where the highrise pack is deemed a necessary tool for the suppression of fire.

13.02 POLICY

To insure that the proper equipment found in the highrise pack be transported and used in building(s) where the highrise pack is needed as a suppression tool.

13.03 PROCEDURE

- A. Highrise pack shall consist of the following;
 - 1. 2 sections, 2 ½" hose
 - 2. 2 ½" fog nozzle
 - 3. Spanner Wrenches
- B. The movement of the highrise pack from street level to the floor or area designated by the Incident Commander will be the responsibility of the personnel of each individual company.
- C. The highrise pack will be carried into a building were a standpipe system exist or where the distance is too great for a pre-connected hose line.
- D. The hose in the highrise pack shall be utilized in place of the hose line provided on the building standpipe system.
- E. The pack may be moved in one of two ways in a multi-story building.
 - 1. Via a stairwell.
 - 2. Via an elevator providing the elevator is fire department controlled.

13.04 SAFETY

No operation as outlined in this SOP shall preclude any person from using good judgment with due regard for the safety of all personnel.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV – Firefighting
Subject:	Structural Fire Operations (Truss Roof)
Code:	3-IV-14
Revised:	Draft

14.01 PURPOSE

To establish the policy and procedures to be used in combating a fire in any structure which has a bowstring truss roof.

14.02 POLICY

- A. It will be required that all personnel follow the guidelines as set forth in this Standard Operating Procedure as being the minimum required safety procedures in combating fires in structures with bowstring truss roofs.
- B. It will be required of all personnel to become familiar with all structures, which have a bowstring truss roof.

14.03 PROCEDURES

- A. If smoke or fire is showing and no life-hazards exist first arriving companies shall use extreme caution before entering the structure.
- B. Should the Incident Commander determine that the structure can or should be entered, the following procedures will apply:
 - 1. The first engine company should lay a 2 1/2" attack line.
 - 2. If the first attack line does not control the fire within the first few seconds of water application and it appears that the fire will increase, interior fire fighting should be discontinued.
 - 3. If the fire appears to be in or at the truss level, be it concealed or not, no entry of the structure should be made and the attack should change from an interior offensive to an exterior defensive attack.
 - 4. Fire apparatus should be located at a distance safe from collapse of the structure walls.
 - 5. Ventilation should be performed only from an independent source of support, such as an aerial ladder or adjacent structure and then only if it is absolutely essential that the building be ventilated.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IV - Firefighting
Subject:	Carbon Monoxide Hazards
Code:	3-IV-15
Revised:	Draft

15.01 PURPOSE

To establish a procedure for locating and mitigating carbon monoxide hazards.

15.02 POLICY

The Fire Department shall respond to and investigate all reports of possible carbon monoxide incidents occurring in occupied spaces.

15.03. GENERAL

Carbon Monoxide (CO) is an odorless, colorless and tasteless gas that is deadly. It is a by-product of combustion. Many appliances such as kitchen stoves, hot water heaters, automobiles, small engines, generators, etc., can produce carbon monoxide. When a faulty device or unusual conditions exist, carbon monoxide may be vented into areas where people are present. Carbon Monoxide poisoning may be difficult to diagnose. Its symptoms are similar to that of the flu, which may include headache, nausea, fatigue and dizzy spells for low levels and convulsions, unconsciousness, and death for high levels.

15.04 PROCEDURES

- A. Emergency or non-emergency responses to reports of carbon monoxide shall be determined by the following criteria:
 1. Emergency Response: Caller indicates or suspects any signs or symptoms or carbon monoxide poisoning. In this event, the dispatcher will advise the caller and all occupants to evacuate the building and await the fire department's arrival. Dispatch the closest fire company, a Chief Officer and notify the Rescue Squad.
 2. Non-Emergency Response: Caller has a carbon monoxide detector activation or suspects there may be carbon monoxide present in the building. Dispatch the closest fire company as a public service call.
 3. Any time the dispatcher feels the caller is in jeopardy, he/she can immediately initiate an emergency response, even if the initial dispatch was considered non-emergency.
 4. All emergency responses shall require full protective clothing and Self-Contained Breathing Apparatus (SCBA).
 - a. All non-emergency responses shall require full protective clothing, but no SCBA unless the situation calls for them.

- B. Once the fire company arrives on the scene, they should first interview the occupant(s) to determine the following:
1. If any occupants are or have been feeling ill.
 2. The number and location of any CO detectors, which have been activated.
 3. The location of combustion equipment/appliances.
- Note: This interview should take place outside of any suspected contaminated areas.
- C. After the interview, zero the CO meter in fresh air and comply with all start-up procedures as recommended by the manufacturer of the metering equipment.
- D. Take the first reading just inside the doorway to determine initial CO level.
1. If a reading of 35 ppm or greater is detected, the building or effected area shall be evacuated immediately and full turnout gear and SCBA shall be utilized during the investigation.
- E. Personnel shall begin monitoring the lower levels of the building then proceed to the higher levels.
1. Be sure to check all areas especially, areas that include utility spaces, kitchens, and attached garages.
- Note: Gas companies are an important resource during CO investigations and shall be contacted anytime a gas appliance must be turned off. The gas companies utilizes a tagging system, which insures that problems are corrected before faulty appliances are placed back in service.
2. Advise the occupant to contact an appliance service technician to check the proper operation of their appliances.
- F. If a reading of 9 ppm or less is detected:
1. Inform the occupant(s) that our instrument did not detect an elevated level of CO at this time.
 2. Recommend occupant(s) check their CO detector per manufacturer's recommendations.
 3. Advise the occupant(s) to reset the CO detector (if applicable) according to the manufacturer's instructions.
 4. Inform the occupant(s) that, if the detector re-activates or they feel there may be a problem, to call 911.
- G. If a reading above 9 ppm and below 35 ppm is detected:
1. Any reading above 9 ppm shall be considered an above normal reading.
 2. Occupant(s) shall be informed that an elevated level of CO has been detected.
 3. If it is determined that an appliance is malfunctioning and thereby producing CO, it shall be shut down and the Gas Division shall be notified to respond.
 4. Once the premises has been ventilated and reduced to a safe level of CO, it may be occupied, at the discretion of the occupant(s).
 5. Advise the occupant(s) to reset the CO detector (if applicable) according to the manufacturer's instructions.
 6. Inform the occupant(s) that, if the detector re-activates or they feel there may be a problem, to call 911.
- H. If a reading of 35 ppm or greater is detected follow the same procedure as in Section G. Advise occupants of findings and further actions which may be necessary.

Section 5 is not taken and will be substituted for EMS protocols

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VI - Electrical Emergencies
Subject:	Electrical Emergency Operations
Code:	3-VI-1
Revised:	Draft

1.01 PURPOSE

To provide safe guidelines for the handling of electrical emergency operations.

1.02 POLICY

- A. When it has been determined that an electrical emergency exists the following guidelines have been established.
- B. All members shall comply with the established guidelines.

1.03 PROCEDURE

- A. Determine the type of electrical problem and request the Guam Power Authority emergency crew to respond, if needed.
- B. Give dispatcher proper location of incident (pole number, etc).
- C. Set up operational perimeter. Request Police Department assistance when necessary. (The general rule for establishing electrical incident operational perimeter is to maintain distance of one complete span of wires on either side of fallen wires.)
- D. Park apparatus outside of operational perimeter.

1.04 SAFETY

- A. Do not fight electrical fires unless the system is de-energized, life is in danger, or to protect exposures.
- B. Be careful when spotting equipment and hose lines. Electrical lines may fall on apparatus, personnel or hose lines.
- C. Do not walk under transformers as they may contain PCB's or burning oil. (Remember transformers can and do explode.)
- D. Wear protective clothing.
- E. Do not open shutters on vaults. This may cause an explosion due to accumulation of flammable gases.
- F. Keep bystanders clear of hazardous area.
- G. Stay clear of manhole covers over electrical vaults - they have been known to blow off and fly as far as one hundred fifty feet.
- H. No personnel shall enter underground electrical vaults except to effect rescue and then only when advised by Guam Power Authority personnel on the scene that the vault has been de-energized.

- I. When entering underground electrical vault (de-energized) to effect rescue, personnel must be in full protective clothing, including a manned lifeline. Members shall test the air content for hazards each time they enter a underground vault or manhole.
- J. Toxic gas may be formed from electrical fires in vaults take necessary precautions.
- K. Do not open pole-mounted switches - they are for power company personnel only.
- L. Do not assume that telephone wires are not hot - they may be in contact with hot wires.
- M. Do not use water to control pole top fires unless de-energized by the power company. Protect exposures.
- N. Avoid standing in puddles of run-off water during firefighting operations when energized electrical equipment may be involved or nearby.
- O. Assume that all wires down are HOT and act accordingly.
- P. Do not use non-rated equipment such as pike poles, non-rated cutters and non-rated ropes to handle downed wires.

1.05 WIRES DOWN

- A. Members should not move wires unless necessary to rescue victims, and then only after all safety precautions have been observed.
- B. Be careful when spotting hose lines and apparatus additional lines may fall.
- C. Establish a secure area (operational perimeter); include fences, vehicles, guardrails, railroad tracks and puddles of water, which may be electrically energized.
- D. Standby and keep the public away from the scene until wires are de-energized by power company personnel.

1.06 CUTTING WIRES

- A. Members shall not cut any electrical wires that are still energized. Members shall coordinate efforts with Guam Power Authority personnel on the scene.
- B. Only when Guam Power Authority personnel have verified that the down line is de-energized can firefighters cut the line.

1.07 ELECTRICAL FIRE CONTROL

- A. Power pole fire - do not extinguish with water unless life is threatened or major structural component of power pole is threatened or directed to by power company personnel.
- B. Electrical fires are best handled by shutting down power source.
- C. CO2 and dry chemical are the best extinguishing agent for electrical fires.
- D. If structure fire involves electrical service or wiring, the power to the building shall be shut off.
- E. Electrical vault fires should be extinguished only after they have been de-energized.

1.08 VEHICLE RESCUE

- A. Uninjured or mildly injured victims should stay in vehicle until power to downed lines can be secured by power company personnel.
- B. If it is necessary to care for injured patient or remove patient from vehicle prior to power company arrival, proceed with the proper safety clothing (full turnout gear and face shield or goggles) and electrical equipment (dielectrically rated clamp sticks, cutters, etc.), the wire can be pulled free of the vehicle.

- C. Do not use pike poles, non-rated ropes and/or non- rated equipment to handle downed lines during vehicle rescues.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VII - Rescue Operations
Subject:	Vehicle Rescue and Extrication
Code:	3-VII-1
Revised:	Draft

1.01 PURPOSE

To establish guidelines for handling vehicle rescue and extrication safely and effectively.

1.02 POLICY

In the event of a vehicle rescue or extrication, the following guidelines have been established.

1.03 PROCEDURES

- A. Request dispatcher to respond additional or special equipment, if necessary.
- B. If commercial trucks are involved, check placards and take necessary precautions.
- C. Give actual location of incident to dispatcher if other than original reported location.
- D. Request Police Department units to respond to the scene if they are not already there. If police units are at the scene, coordinate with them.

1.04 SAFETY

- A. All personnel should be in protective clothing.
- B. Spot apparatus uphill and upwind from accident scene if possible. Apparatus should be parked between rescuers and oncoming traffic with parking brake set and wheels turned toward curb.
- C. Stop all fuel leaks, if possible, and prevent use of flares if fire hazard exists. Hose lines should be position and charged.
- D. Prior to rescue personnel entering vehicle, stabilize the vehicles using cribbing, chock blocks, ropes, vehicle emergency brake, etc.
- E. While awaiting arrival of police units, you may want to post a guard to watch oncoming traffic on busy highways.
- F. Overturned vehicles should not be "righted" until patients have been removed.
- G. Do not disconnect battery cables if flammable vapors are present. If no vapors are present neutralize the battery by removing the negative terminal first.
- H. Never approach a vehicle directly from the front or sides. Make approach diagonally.

1.05 FUEL SPILLS

- A. Should stop leak, if possible, and prevent ignition utilizing hose lines to safeguard patients as well as rescue personnel.
- B. If unable to stop leak by crimping fuel lines, you may be able to fill fuel tank with water to level of leak so only water runs out.
- C. With large fuel spill, a light water or other type foam may be needed to prevent ignition.

1.06 EXTRICATION

- A. Make sure vehicle is stabilized before rescue personnel enter.
- B. Officer in charge should supervise the extrication operation.
- C. Before cutting the frame or body of a vehicle members shall check for pressure cylinders for airbags. Internal paneling shall be removed and visually inspected for any hazards not seen.
- D. All personnel should wear protective clothing.
- E. When extricating a patient, precautions shall be taken to protect the patient from debris and other object, which might further injure the patient.

1.07 OPERATIONAL CONSIDERATIONS

- A. Officer in charge shall coordinate with rescue squad personnel concerning patient care.
- B. Officer in charge should coordinate with police personnel concerning traffic control and any other police function required.
- C. Safety should be foremost in the mind of the officer concerning emergency operations.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VII - Rescue Operations
Subject:	Life Line Operations
Code:	3-VII-2
Revised:	Draft

2.01 PURPOSE

To facilitate safe Fire Department operations through the proper and appropriate use of lifelines.

2.02 POLICY

- A. It shall be the policy of the Guam Fire Department to use lifelines when it has been deemed necessary for the safety of personnel in the following circumstances.
 - 1. Personnel entering manholes.
 - 2. Entering areas of toxic and/or hazardous materials.
 - 3. Search and rescue, where hose lines are not used.
 - 4. Over-cliff operations.
 - 5. Any other situation in which the use of lifelines may be necessary for the safety of personnel.
- B. Lifelines shall be a minimum of one hundred (100) feet in length.
- C. Lifelines shall be kept on apparatus in a life line bag.
- D. Lifelines shall not be utilized for tool and equipment hoisting or routine type operations. Lifelines shall only be used for emergency life safety operations.

2.03 OBJECTIVE

To provide policies and procedures relative to the utilization of Fire Department lifelines.

2.04 PROCEDURE

When it has been determined that the need exists to utilize life lines, fire department personnel should be guided by the following:

- A. Obtain lifelines and other equipment as may be required.
- B. Secure to an immovable object, i.e. pumper, telephone pole, etc.
- C. Utilize the rescue harness during lowering, hoisting and search and rescue operations.
- D. Insure an adequate number of personnel for communication and support activities.
- E. Utilize O.A.T.H. signal system:
 - 1. O. - OK 1 pull
 - 2. A. - Advance 2 pulls
 - 3. T. - Take up rope 3 pulls
 - 4. H. - Help! 4 pulls
- F. During repelling operations, utilize gloves, helmet, turnout coat and approved life belt.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VII - Rescue Operations
Subject:	Rescue from Machinery
Code:	3-VII-3
Revised:	Draft

3.01 PURPOSE

To establish guidelines for the safe method of rescue from machinery.

3.02 POLICY

All personnel involved in rescue operations shall adhere to the procedures set forth in order to insure the safety of all personnel.

3.03 PROCEDURE

A. Upon arrival.

1. Insure that all power is shut off to the machine involved. Have someone standby the switch to insure that power is not accidentally restored while rescue operations are underway.
2. If possible, obtain technical assistance from the foreman or other knowledgeable people.
3. Request necessary assistance as required.

B. Operations, General:

1. Utilize special tools or equipment, which may be kept on hand in the shop or facility for such emergencies.
2. With wrenches, you may be able to remove gears, chains, etc., sufficiently to get the enmeshed member out. In general, do not spare the machinery.
3. Bolt cutters or hacksaw may be useful.
4. In spring-wound devices, place bar through sprockets to prevent further rotation.
5. Grease or lard may be of some help.
6. Provide emergency medical care appropriate to the injury after extrication - remember shock is most likely to occur.
7. In some cases, it may be necessary for a trapped body to be removed from machinery by a surgical operation. In such cases, dismantle the involved machine to the point where the patient may be transported to the hospital with the injuring machine component still attached.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VII - Rescue Operations
Subject:	Escalator Emergencies
Code:	3-VII-4
Revised:	Draft

4.01 PURPOSE

To establish guidelines for handling escalator emergencies in the safest way possible.

4.02 POLICY

When it has been determined that a person(s) has become trapped in the escalator system, the following guidelines have been established.

4.03 PROCEDURE

- A. Upon Arrival request dispatcher to call building engineer or escalator mechanic if escalator requires disassembly.
- B. Safety
 - 1. Safeguard the emergency shutdown button so no one re-energizes the escalator during operation.
 - 2. Keep all bystanders back and off the escalator.
- C. Disentanglement Operation
 - 1. Shut off power to escalator with emergency switch (located at both top and bottom of escalator).
 - 2. Use the necessary tools to remove panels, etc., to free the individual's foot or arm.
 - 3. Provide the necessary first aid, if required.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VII - Rescue Operations
Subject:	Elevator Emergencies
Code:	3-VII-5
Revised:	Draft

5.01 PURPOSE

To establish guidelines for handling elevator emergencies in the safest way possible.

5.02 POLICY

When it has been determined that persons are trapped in an elevator the following guidelines have been established.

5.03 PROCEDURE

A. Upon Arrival

1. Request dispatcher to notify elevator mechanic to respond. (Obtain name and phone number from occupant.)
2. Reassure trapped passengers that efforts are underway for their release. Ascertain if any passengers are ill or injured.
3. Locate the position of the stalled car and obtain over-ride keys, if so equipped.

B. SAFETY PRECAUTIONS

1. The safest means of rescue is through elevator doors (hoistway and car).
2. If passengers are being removed from elevator by any means other than the car doors, then the mainline disconnect must be opened.
3. Whenever possible, elevator emergencies should be handled by elevator mechanic with fire department personnel assisting.
4. Barricade any openings into the hoistway.
5. When a car is stalled more than three (3) feet below a landing, it is recommended that passengers be removed through the top escape hatch.

C. PROCEDURE FOR FREEING PASSENGERS

1. Locate the stalled car.
2. Communicate with passengers either by elevator phone or by yelling through the elevator doors.
3. Check the power supply systems. (Mainline disconnect, breakers, fuses, etc.).
4. Have passengers check the Emergency Stop button.
5. Push the landing button and have passenger push "Door Open" or "Floor" button simultaneously.
6. Shake hoistway doors and have passengers shake car doors simultaneously.
7. Attempt to break light beam with thin piece of cardboard or paper (Power on).
8. Turn power off.

9. Have passenger open car doors. (Rescuer may have to enter through top hatch to perform this.
10. Have passenger or rescuer open hoistway doors.
11. Trip the interlock using tools available.
12. Cut or pry doors. (Life or death situation only).

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VII - Rescue Operations
Subject:	Cave-in and Manhole Rescues
Code:	3-VII-6
Revised:	Draft

6.01 PURPOSE

To provide guidelines for the safe handling of cave-in and manhole rescues.

6.02 POLICY

In the event of a cave-in or manhole rescue, the following guidelines have been established.

6.03 PROCEDURE

A. UPON ARRIVAL

1. Report on conditions and give the exact location of the incident if different from the one given by dispatch.
2. Determine rescue problems involved and request additional equipment as may be necessary.
3. If the incident is a cave-in, assess the problem and obtain additional information from witnesses or the job foreman (if at a construction site).
4. If the incident involves a manhole and electrical equipment is involved, request dispatch to notify the Guam Power Authority personnel.

B. CAVE-IN

1. Keep heavy equipment, fire apparatus and spectators a safe distance away to avoid further slides or cave-ins. Shore up area, if needed.
2. Determine aid needed for victims, extent of injuries, etc.
3. Provide victim with air (preferably), or oxygen, from cylinders or compressors, by lowering air hose or cylinder with partly opened valve into hole. (Garden hose can be used to convey air from cylinder).
4. Provide victim with light and reassurance, especially a child.
5. If hole is large enough, you may be able to use a collapsible ladder, stokes stretcher, life belts on rope, etc., to remove the victim.
6. When lowering a firefighter into opening, e.g., head first (suspended by a bowline on a bight over his shoulders and half-hitch on ankles), bridge opening with a straight ladder.
7. If hole is very small, it may be possible to dig another hole about eight feet away and tunnel to victim. Ask advice from construction foreman.
8. Provide emergency medical care as required.

C. MANHOLE RESCUES

1. Notify dispatch if electrical equipment is involved and the power company to be notified.

2. Never enter, even to rescue, unless electricity is cut off and approval is given by dispatcher or authorized power company representative.
3. Whenever a manhole is entered, the rescuer shall wear breathing apparatus and shall be secured to a lifeline. An additional lifeline shall be taken in for the victim.
4. Air content of manhole or underground service corridors shall be tested each time a firefighter enters.
5. Provide sufficient personnel above ground for support.
6. It may take as many as four firefighters to hoist one unconscious victim by rope.
7. Two member of the above ground support team shall be in breathing apparatus and secured to a lifeline standing by in case problems in the operations occur.
8. If possible, smoke ejectors may be used to provide positive fresh airflow into the manhole.
9. Provide emergency medical care as required.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VII - Rescue Operations
Subject:	Rescue at Structure Fires
Code:	3-VII-7
Revised:	Draft

7.01 PURPOSE

To provide an effective system for searching and marking searched areas at structure fires.

7.02 POLICY

Any time a structure is involved with fire, it shall be the policy to make a primary and secondary search and to mark the searched areas.

7.03 PROCEDURE

A. Upon arrival:

1. Report on conditions.
2. Size up the rescue problem.
3. Request additional resources as needed.
4. Institute a primary search and initial fire control operations.

B. Primary Search:

1. It is standard operating procedure to extend a primary search in all involved and exposed occupancies, which can be entered. The officer in command must structure initial operations around the completion of the primary search. Primary search means companies have quickly gone through all affected areas and verified the removal and/or safety of all occupants.
2. The Incident Commander must make specific primary search assignments to companies to cover specific areas of large complex occupancies and maintain on-going control of such companies until the entire area is searched. When primary search companies encounter and remove victims, the Incident Commander must assign other companies to continue to cover the interior positions vacated by those companies.
3. The Incident Commander and operating companies cannot depend upon reports from spectators to determine status of victims. Control forces should utilize reports as to the location, number, and condition of victims and supporting primary search efforts and must extend and complete a primary search wherever entry is possible.
4. It should be the responsibility of the companies assigned to primary search to notify the incident commander when primary search has been completed. Also advise findings.

5. Once the primary search has been completed and transmitted, incident commander must maintain control of access to the fire area; beware of occupants (and others) re-entering the building.
6. When search is complete the room shall be marked

C. Secondary Search

The Rescue functions that follow lengthy fire control activities will be regarded tactically as presenting a secondary search. Secondary search means that companies thoroughly search the interior of the fire area after initial fire control and ventilation activities have been completed. A secondary search should preferably be completed by different companies than those involved in primary search activities. Thoroughness, rather than time, is the critical factor in secondary search.

D. Marking Searched Rooms

1. Responsibilities:

- a. It shall be the responsibility of all suppression personnel to keep a 10 to 20 foot section of red surveyors ribbon in their turnout coats at all times to be used in marking searched rooms.
- b. Shift Captains will see that ribbons are maintained on all assigned equipment.
- c. Company Officers will see that all company personnel have ribbon in their turnout coats.

2. Operations

- a. After a primary search has been performed, personnel shall attach a piece of the red plastic ribbon to the doorknob.
- b. When the second search is completed, a second ribbon shall be attached.
- c. Ribbons should be about 12" long.
- d. In the event the door does not have a knob on it, the door should be closed on the ribbon so that one end sticks out.
- e. At all times the ribbon should be about the height of a handle on a door.
- f. After the incident is cleared, departmental personnel will remove all ribbon from the doors and dispose of them in a proper manner.
- g. All personnel should replenish their supply of ribbon.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VIII - Transportation Emergencies
Subject:	Aircraft Emergencies
Code:	3-VIII-1
Revised:	Draft

3.01 PURPOSE

- A. To establish guidelines for the handling of emergency incidents with the airport personnel.
- B. To establish an Incident Command Procedure for emergency incidents at the airport.

3.02 POLICY

- A. The fire department shall follow these guidelines in working with airport personnel in the handling of emergency incidents at the airport.
- B. The fire department shall follow these guidelines to insure the safety of personnel while operating on the airport.

3.03 PROCEDURE

A. UPON ARRIVAL

- 1. On Airport Property:
 - a. Stage at the entrance gate.
 - b. Units shall contact the District Commander for instructions.
 - c. Reference "Incident Command Procedures (Airport)".
 - d. Units shall assist AARF crew with aircraft emergencies.
- 2. Off Airport Property:
 - a. Report on conditions.
 - b. Size up conditions.
 - c. Request additional assistance if needed.
 - d. Establish an operational perimeter.
 - e. Establish a command post.

B. SAFETY

- 1. Full protective clothing and breathing apparatus.
- 2. Use proper procedures for crossing taxiways and active runways.
- 3. Beware of the propellers, rotors and jet exhaust.
- 4. Do not approach military aircraft from the front. They may be loaded with ordinance.
- 5. Follow the directions of the Incident Commander.
- 6. Beware of fuel spills and vapor clouds.
- 7. Be prepared for possible explosions.
- 8. Keep personnel away from aircraft if not participating with the incident.

C. OPERATIONS:

1. Fire Alarm shall notify the proper support agencies in the event of an alarm for an in-flight emergency.
2. If an aircraft crashes on the airport property or off the exact location and best approach route should be relayed to responding apparatus and agencies.
3. If a command post is established the highest-ranking chief officer shall assume the Incident Commanders position, the appropriate District Commander will assume the Operations position of the Incident Command System.
4. If there is no fire:
 - a. Use foam on spilled fuel and aircraft to minimize ignition potential.
 - b. If foam is not available, flush spilled fuel away from cabin or cockpit and keep fog streams in operation while effecting rescue of occupants.
 - c. Keep in mind where the spilled fuel may be running.
 - d. Take precautions against possible fuel ignition.
 - e. Set up a safety perimeter around the incident site.
 - f. Try and determine if there are any hazardous materials on board the aircraft.
5. If there is a fire:
 - a. Approach from windward, if possible.
 - b. Use foam if available.
 - c. If foam is not available, use fog streams to drive away fire from occupants and to cover firefighters on nozzles and those attempting rescue.
 - d. Protect exposures.
 - e. Set up a safety perimeter around the incident site.
 - f. Try and determine if there are any hazardous materials on board the aircraft.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	VIII - Transportation Emergencies
Subject:	Incident Command Procedures (Airport)
Code:	3-VIII-2
Revised:	Draft

I. PURPOSE

- A. Command procedures are designed to offer a practical framework for emergency operations at the airport and to effectively integrate the efforts of all members, officers, and companies.
- B. This will facilitate an organized and orderly tactical operation and a more effective effort.

II. POLICY

It shall be the policy of this department and the Airport Authority that all members will operate under these procedures when initiated by Airport Public Safety.

III. PROCEDURES

- A. The AARF Fire Chief or Operations Chief shall be in command of all alert situations at the airport until relinquished to a higher ranking officer, and shall transmit a brief initial radio report including:
 - 1. Unit Identification
 - 2. A description of the situation. This will generally apply to aircraft with the following information:
 - 3. Type of alert and aircraft
 - 4. Nature of Problem
 - 5. Number of Passengers
 - 6. Estimated time of arrival (ETA)
- B. The department member in command may be relieved when a higher-ranking officer arrives on the scene.
- C. Fire Alarm will advise all companies operating at the incident of the officer in command. This information will be transmitted on both channels when appropriate.
- D. Command--The officer or member in command is responsible for the following tasks:
 - 1. Assume an effective, visible command position.
 - 2. Rapidly evaluate the situation (size-up).
 - 3. Develop a plan for dealing with the incident.
 - 4. Assign units as required.
 - 5. Provide ongoing reports to Fire Alarm.
 - 6. Review and evaluate efforts, and review the incident plan as needed.
 - 7. Request and assign additional units as necessary.
 - 8. Return companies to service.

- E. The Incident Commander will monitor and/or operate on both channels as necessary, and his/her radio designation will be "IC".
- F. All airport incidents will be designated by "AIRPORT".
- G. This designation will be used by the Incident Commander and Fire Alarm. Example: "Airport IC to Fire Alarm" or "Fire Alarm to Airport IC".
- H. Radio Channels--Upon arriving at working incidents at the airport, command will direct that all companies operate on Channel 2. On single company operations and all traffic between Command and Fire Alarm will remain on Channel 1. Fire Alarm at their discretion may move operations to Channel 2 if Channel 1 is needed.
- I. In order to facilitate the management of an incident, the Incident Commander may assign personnel to the following positions:
 - 1. Operation: The Operations Officer is responsible for directing the tactical operations of the incident, and reports directly to the Incident Commander. The Operations Officer will operate on Channel 2, and his/her radio designation will be "OPERATIONS".
 - 2. Support: The Support Officer is responsible for all those activities or functions (other than tactical operations) necessary to assist the Incident Commander in managing the incident.
 - a. If necessary, and staffing permits, the Support Officer may assign personnel to perform specific support functions. Public Information and Supply are two such functions.
 - b. Personnel assigned to these positions will assume the function as their radio designation (P.I.O., SUPPLY, etc.) and report directly to the Support Officer. The Support Officer's radio designation will be "SUPPORT".
 - c. The Support Officer will report directly to the Incident Commander. He/She, as well as any associated support positions, will operate on Channel 1.
 - 3. Safety: The Safety Officer is responsible for monitoring incident operations from a safety standpoint.
 - a. He/She will report directly to the Incident Commander, however, in the event of an emergency the Safety Officer has the authority to stop any activity deemed hazardous to personnel without consulting the Incident Commander.
 - b. In the event this occurs, the Safety Officer will immediately notify the Incident Commander of the situation so that he/she can take the appropriate actions. The Safety Officer will operate on Channel 2, and his/her radio designation will be "SAFETY". Example: "Safety to Command".
 - 4. Medical Officer: This function will be the responsibility of the highest ranking member of the Guam Fire Department.
 - 5. Sectoring: Based on the nature or scope of an aircraft disaster, it may be desirable to divide an incident into more manageable parts, or sectors. Sectors may be assigned either to specific operating areas (Interior Sector, Sector 1 or 2 (side of aircraft), etc.) or to a function (Medical Sector, Triage Sector, etc.).
 - a. Sector Officers are responsible for the following:
 - (1) Monitoring work progress.
 - (2) Directing activities as required.
 - (3) Coordinating with related activities and/or sectors.
 - (4) Monitoring the welfare of sector personnel.
 - b. Sector Officers will report directly to the Operations Officer. Sector Officers will operate on Channel 2, and will be identified by the sector designation. Example: "Sector 2 to Operations", "Operations to Triage Sector".

6. Companies: Companies assigned to sectors will report directly to their sector officer. They will maintain their company designations, and will operate on Channel 2.
- J. All personnel shall endeavor to make all communications face to face whenever possible, so as to keep radio channels as clear as possible.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IX - Hazardous Materials Incidents
Subject:	Hazardous Materials (General)
Code:	3-IX-1
Revised:	Draft

1.01 PURPOSE

To establish guidelines for incident evaluation and safe handling of hazardous materials incidents.

1.02 POLICY

It shall be the policy of the fire department to follow these procedures in the handling of hazardous material incidents and to insure the safety of the personnel and citizens.

1.03 PROCEDURE

A. Upon Arrival

1. Size up the situation:
 - a. The first unit must consciously avoid committing itself to a dangerous situation. When approaching, slow down or stop to assess any visible ongoing activity. Evaluate the effects of the wind, topography and location of the situation.
 - b. The objective of size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. A Hazardous materials incident requires a more cautious and deliberate size-up than most fire situations.
 - c. Avoid premature commitment of companies and personnel to potentially hazardous locations. Proceed with caution in evaluating risks before formulating a plan and keep uncommitted companies at a safe distance.
 - d. Make careful size-up before deciding on a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area, but this should be done with an awareness of the risk to Fire Department personnel, and taking advantage of available protective equipment.
 - e. Don't assume anything! A wrong decision, while working with hazardous materials, can be worse than no decision.
2. Report on conditions to the District Commander and the Alarm Office.
3. Establish an operational perimeter.
4. If the involved incident has occurred on a public road request (via fire alarm) notification of the appropriate law enforcement agency having investigative

authority for the involved location. If said agency is already at the scene, make contact and coordinate with the same.

5. Initiate material identification operations:
 - a. It is imperative that the first arriving Fire Department unit determine what hazardous material(s) is involved, and how much, prior to taking action to stabilize the incident.
 - b. Entering the scene to make positive identification may be a considerable risk. The danger of explosion, leaking gas and poisoning may be great.
 - c. Action taken prior to determining the product involved may be totally wrong and may severely compound the problem.
 - d. Transportation emergencies are often more difficult than those at fixed locations. The materials involved may be unknown, warning signs may not be visible, or obscured by smoke and debris, the driver may be killed or missing, D.O.T. hazardous materials marking systems are inadequate because some hazardous materials in quantities up to 1000 pounds do not require a placard and there may be combinations of products involved with only a "dangerous" label showing. Sometimes only the most evident hazard is identified, while additional hazards are not labeled.
6. Attempt to identify the involved material(s) by way of the following:
 - a. Check placards and/or labeling.
 - b. Check paperwork associated with the materials transportation or storage.
 - c. Check with persons directly related to the accident/incident, i.e. driver, owner, technician, plant manager, etc.
 - d. Contact shipper and/or manufacturer.
 - e. Obtain the exact spelling of the materials involved.

B. INITIAL OPERATIONS:

1. Establish a command post. If the incident is on a highway or roadway, make contact with the appropriate law enforcement agency having primary investigative authority and coordinate with the same.
2. Obtain technical information:
 - a. Utilize the D.O.T. Hazardous Materials Emergency Response Guidebook.
 - b. Contact ChemTrec (800) 424-9300.
 - c. Utilize other informational sources available.
 - d. Contact the shipper and/or the manufacturer. (ChemTrec can assist in this)
 - e. Members of Industrial Tank Corporation have expertise on the area of hazardous materials.
3. Identify priorities based on the following:
 - a. The type and magnitude of life hazard involved.
 - b. The type and quantity of hazardous material(s) involved.
 - c. Reference the "D.E.C.I.D.E." mnemonic for determining the steps in dealing with a hazardous materials event.

D	Detect the presence of hazardous materials.
E	Estimate potential harm without intervention.
C	Choose response objectives.
I	Identify action options.
D	Do best option.
E	Evaluate progress.
4. Identify the Objectives:

- a. The objectives must be based upon those priorities, which have already been identified. They must be flexible enough to account for the dynamics of the situation.
 - b. The objectives must focus on confinement and/or control of the involved materials in such a way so as to save lives and to prevent the unnecessary exposure of on-scene or nearby personnel (including firefighters, bystanders, law enforcement personnel, etc.) to the adverse effects of the involved material(s). Objectives must also provide for the protection of uninvolved property and the environment.
 - c. Objectives must be clearly understood and well communicated among all levels of the on-scene organization, which is attempting to cope with the problem. Close cooperation and coordination is essential if disaster is to be averted.
5. Action Plan - The action plan must be based upon the identified objectives and must be based upon the identified objectives and must be understood by all involved personnel at the scene. The action plan should be centered primarily on the following:
 - a. Protection of life.
 - b. Confinement of the material and its by-products.
 - c. Control of the material and its effects on humans, animals, property and the environment.
6. Monitor progress of the action plan to insure that objectives are either accomplished or modified according to the dynamics of the situation.

C. SAFETY

1. All operations up to and including the evacuation process must be accomplished with the idea of overall safety as the key component.
2. Members shall wear the appropriate protective clothing. A minimum of FULL PROTECTIVE CLOTHING must be worn inside the operational perimeter. Special protective clothing may be necessary depending upon the nature of the materials involved.
3. Be alert for the symptoms of chemical poisoning and reactions that could threaten the lives of firefighters and other involved personnel.
4. Members who have been exposed to hazardous materials shall receive immediate medical treatment. NOTE: Many symptoms may be delayed up to twenty-four (24) hours after contact.
5. In general, the following safety guidelines should be observed:
 - a. Move and keep people away from incident scene.
 - b. Do not walk into or touch any spilled material.
 - c. Avoid inhalation of all gases, fumes and smoke even if no hazardous materials are involved.
 - d. Do not assume that gases or vapors are harmless because of lack of smell.
6. Keep in mind the basic safety priorities:
 - a. Personnel safety.
 - b. Safety of others.
 - c. Environmental impact.
7. CONTROL OF HAZARDOUS AREA: A hazardous materials incident has three zones associated with the scene. There is the Hot Zone, Warm Zone, and the Cold Zone.
 - a. Hot Zone:

- (1) The Hot Zone is the area in which personnel are potentially in immediate danger from the hazardous condition. This is established by Command and controlled by the Fire Department.
- (2) Access to this area will be rigidly controlled and only personnel with proper protective equipment and an assigned activity will enter.
- (3) All companies will remain intact in designated staging areas until assigned.
- (4) Personnel will be assigned to monitor entry and exit of all personnel from the Hot Zone.
- (5) The Hot Zone should be geographically described to all responding units and identified with hazard tape, if possible. (A Lobby Control Sector may be established to control access to the Hot Zone and maintain an awareness of which personnel are working in the area).
- (6) Responsibility for control of personnel in this zone includes not only Fire Department personnel, but any others who may wish to enter the Hot Zone (police, press, employees, tow truck drivers, ambulance personnel, etc.). **COMMAND IS RESPONSIBLE FOR EVERYONE'S SAFETY.**

b. Warm Zone

- (1) The Warm Zone is the larger area surrounding the Hot Zone in which a lesser degree of risk to personnel exists. All civilians would be removed from this area.
- (2) The limits of this zone will be enforced by the Police Department based on distances and directions established in consultation with Command.
- (3) The area to be evacuated depends on the nature and amount of the material and type of risk it presents to unprotected personnel (toxic, explosive, etc.).
- (4) In the Warm Zone certain activities may take place, such as contamination reduction, site survey, etc.
- (5) All personnel in the Warm Zone will wear appropriate level of personal protective equipment for the hazards present.
- (6) In some cases, it is necessary to completely evacuate a radius around a site for a certain distance (i.e., potential explosion).
- (7) In other cases, it may be advisable to evacuate a path downwind where toxic or flammable vapors may be carried (and control ignition sources in case of flammable vapors).
- (8) When toxic or irritant vapors are being carried downwind, it may be most effective to keep everyone indoors with windows and doors closed (sheltering in place) to prevent contact with the material instead of evacuating the area. In these cases, companies would be assigned to patrol the area assisting citizens in shutting down ventilation systems and evacuating persons with susceptibility to respiratory problems.

c. Cold Zone

- (1) The Cold Zone is the area outside of the limits of the Warm Zone.
- (2) All other incident activities, including Command, should be located in the Cold Zone. All non-essential personnel, staged companies, and the public should be in the Cold Zone.

D. COMMUNICATION:

1. The best, most accurate method of communication is face-to-face, person-to-person, communication.
2. Radio directions must be clear, concise and on the correct radio frequency.
3. Communications during the incident must be, of necessity, two way in nature. Information, reconnaissance data and suggestions must flow up to Command level for evaluation. Clear directions and coordination must flow down from Command level.
4. Operations shall be conducted in accordance with ICS Guidelines for communications and radio frequency assignments.
5. Direct radio/telephone communication may be made through fire alarm and the District Commander's vehicle.
6. Direct radio communication links with the local police agencies are possible through Fire Alarm and 911 Center.
7. In incidents, which occur on roadways, early and clear communication links must be established between the Incident Commander and the law enforcement scene manager to insure successful operations.

E. COORDINATION AND CONTROL:

1. Guam law provides that the on scene Fire Incident Commander is in charge of the incident and coordination of all agencies handling the incident until the incident is relinquished to the Civil Defense.
2. On incidents on private property the fire department shall have control and coordination of the incident and make use of on site employees as information resources in handling the incident.
3. The Fire Department shall establish the command post for all agencies working at a hazardous materials incident.

F. CLEANUP AND DISPOSAL

1. The Incident Commander's responsibility, beyond that of preserving life and property, is only to identify and, if possible, contain the spill material. Under most circumstances, no attempt should be made to "decontaminate" a spill unless directed and supervised by responsible parties from the industry and/or other technical advisors. Professional disposal companies and/or teams should be utilized for cleanup and disposal. Use of this resource is expected, but will normally occur after local expertise is on hand.
2. The Office of Civil Defense representative shall be the first on site person after the fire department called to evaluate the emergency and determine what resources will be needed to handle the incident.

G. PROCEDURES (GENERAL):

It must be remembered that any and all procedures, which may be carried out at a hazardous materials incident must be based upon and compatible with the physical properties of the involved material(s). The following list contains some basic guidelines, which may apply to hazardous materials situations in a general sense. The nature of materials involved will dictate more specific procedures.

1. Take all feasible steps necessary to protect or save human life. Safeguard property insofar as practical.
2. Take actions to contain and/or prevent the spread of the material. Spread sand or other collection agents, build dikes, etc. Control run-off water at fires.
3. Keep the public as far from the scene of the incident as reasonably possible. Prevent souvenir hunting and handling of debris. In the case of a nuclear weapons incident, keep the public at least 2,000 feet away.

4. Isolate for further examination those persons who may have had contact with the material. Obtain names and addresses of those involved.
5. Remove injured persons from the area with a little direct personal contact as possible. Hold them at a transfer point for first aid. If serious injury has occurred, demanding more than first aid measures, the patient should be sent, at once, to the nearest emergency room for medical attention. Advise medical attendants and facilities of possible contamination and what material is involved.
 - a. Medical first aid is directed primarily at restoration of breathing, control of hemorrhage, splinting for fractures, prevention of shock and control of pain. These are carried out for exposed person in the same basic fashion as for a non-exposed individual.
 - b. First aid for contaminated persons consists of cleansing the skin of obvious dirt (possible contamination) and, if feasible, carefully remove the outer garments and shoes of the patient and wrapping him mummy-fashion in a blanket, sheet, canvas, or large coat. By this measure, any remaining contamination is contained and if the wrapping is carefully done, the victim can be moved with little likelihood of spreading contamination.
6. If incidents involve fire or material subject to blowing in the wind, conduct operations from an upwind position. Keep out of smoke, fumes, or dust resulting from the incident. Segregate clothing and tools used at the scene until they can be checked for contamination. Do not handle suspected material until it has been inspected and released by qualified technical experts.
7. In a vehicle accident involving hazardous material, detour all traffic around the accident scene. If the material is spilled, prevent the passage of vehicles and people through the area until it has been surveyed. Try and construct a dike to contain the material or use absorbent material to control run off. Do not allow the material to enter the drainage system.
8. Do not eat, drink, or smoke in the accident area. Do not use food or drinking water that may have been in contact with material from the incident area.
9. Take only necessary emergency actions prior to the arrival of qualified hazardous materials specialist, team and/or physician.
10. There are basically four different methods of handling hazardous materials spills or leaks. They are:
 - a. Absorption.
 - b. Containment.
 - c. Separation.
 - d. Neutralization.
11. Sometimes, a non-attack posture is the best approach to a hazardous materials problem. A fire in any of the following materials should signal a non-attack posture and immediate evacuation of the surrounding area:
 - a. Explosives A.
 - b. Explosives B.
 - c. Oxidizers.
 - d. Organic peroxides.
12. Hazardous materials must not be carelessly washed down storm drains or sewers. Such action could compound the problem and hasten disaster.
13. In some cases, it may be better to let a fire involving certain hazardous materials to burn. In such cases, the run off water from fire extinguishment operations may pose more of a hazard than the fire itself.

14. Fires involving hazardous materials in closed containers such as tank trucks, tank farms, etc., require special decision-making considerations and may also indicate a non-attack posture.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IX Hazardous Materials Incidents
Subject:	Flammable Fuel Spill (Liquid or Gas)
Code:	3-IX-2
Revised:	Draft

1.01 PURPOSE

To establish guidelines for the handling of flammable fuel spills (liquid or gas).

2.02 POLICY

It shall be the policy of the fire department to follow these guidelines in the handling of flammable fuel spills and to insure the safety of the personnel and citizens.

2.03 PROCEDURE

A. UPON ARRIVAL

1. When approaching area, slow down or stop if necessary to assess any visible ongoing activity. It may be necessary to "stage" incoming units away from the scene.
2. Attempt to determine hazardous area (flammable vapor area).
3. Give report on conditions and request additional equipment or special equipment, if needed.
4. Determine if rescue or evacuation problems exists.
5. Formulate a plan of action based on initial size-up plan. The plan of action must provide for:
 - a. Safety of citizens and firefighters.
 - b. Evacuation of endangered area if necessary.
 - c. Control of situation.
 - d. Stabilization of the spilled material.
 - e. Disposal or removal of spilled material.
6. Coordinate with law enforcement personnel for evacuation and traffic control.

B. SAFETY

1. Avoid commitment of personnel and apparatus until a complete size up has been made.
2. All personnel should be in full protective clothing and breathing apparatus.
3. Keep all bystanders a minimum of two thousand (2000) feet away from the hazardous area.
4. Remove all ignition sources in the hazardous area. This may mean closing a roadway.
5. Some flammable liquids give off toxic vapor whether they are burning or not.
6. If flammable liquid/gas is leaking from burning tank or cylinder, keep clear of the container ends. If the whistling sound from pressure relief valves on the container becomes louder evacuate the area, explosion is imminent.

7. In the case of a tank fire, fire streams must be used to cool the vapor area of the tank (area above liquid level).
8. Do not extinguish tank or cylinder fire unless shut-off can be effected.
9. If personnel must operate in a precarious position, they must be protected with another fire stream.
10. Do not park apparatus in low areas - flammable vapors may have accumulated there.

C. CONFINEMENT

1. Unless immediate hazard to life is involved, any efforts to remove spill by flushing into any drainage system should be restricted. If a spill is flushed, it will have to be picked up downstream.
2. Isolate the spill by the use of dikes and absorbent materials (i.e. sand, dirt or sawdust).
3. Spill fires, which are flowing to an area where they can burn safely, should be allowed to do so.
4. Direct spill away from exposures.
5. The biggest problem with spills is containment of spilled material; the more water you add, the larger the containment problem becomes.

D. CONTROL

1. Use fog streams to dissipate the vapors if possible, without disturbing the liquid.
2. Determine if water can be used based on specific gravity of the spilled material.
3. The use of foam (proper type) can prevent ignition of spilled material.
4. Attempt to shut-off leak by shutting off valves or plugging container.
5. Heavy streams can be used to divert flames from exposures. Burning fuel must be flushed from under and around tanks.
6. Recover the fuel by absorption or use of recovery trucks.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IX Hazardous Materials Incidents
Subject:	LPG Emergencies
Code:	3-IX-3
Revised:	Draft

3.01 PURPOSE

To establish guidelines for the response, operations, and safety of personnel in the handling of L.P.G. (Liquefied Petroleum Gas) emergencies.

3.02 POLICY

- A. It shall be the policy of the fire department to follow these guidelines in the response and operations in the handling of liquefied petroleum gas incidents.
- B. It shall be the policy of this department to follow these guidelines to insure the safety of fire personnel and citizens.

3.03 GENERAL INSTRUCTIONS

If the caller can detect a strong odor of gas or can hear gas escaping they should be instructed to leave the building immediately by walking, not running. They should also be instructed not to:

- A. Hang up the telephone.
- B. Operate any electrical switches, television sets, appliances or other devices.
- C. Pull any circuit breakers.
- D. Re-enter the building.

3.04 RESPONSE

A full assignment shall respond on all L.P.G. leaks. One company may enter the area of the reported leak; all other companies will stand by at least 200 yards away.

3.05 UPON ARRIVAL

- A. Attempt to determine the hazardous area (flammable vapor area).
- B. Remember that L.P.G. is heavier than air, so avoid low lying areas and do not approach from a down hill direction.
- C. Give a report on conditions, and request additional equipment or special equipment if needed.
- D. Determine if a rescue or evacuation problems exist.
- E. Formulate plan of action based on initial size-up. The plan of action must provide for:
 - 1. Safety of citizens and firefighters.
 - 2. Evacuation of endangered area if necessary.
 - 3. Control of situation.

4. Stabilization of the spilled or leaking material.
5. Disposal or removal of the spilled or leaking container.
6. Coordinate with law enforcement personnel for evacuation and traffic control.

3.06 SAFETY

- A. Avoid commitment of personnel and apparatus until a complete size-up has been made.
- B. All personnel should be in full protective clothing and SCBA's.
- C. Keep all bystanders a minimum of two thousand (2000) feet away from the hazardous area.
- D. Remove all ignition sources in the hazardous area.
- E. Keep clear of tank ends if fire is impinging on the tank.
- F. During L.P.G. tank fires, if whistling from pressure relief valve becomes progressively louder, evacuate the area, an explosion is imminent.
- G. If tank is burning, fire streams must be used to cool the vapor area of the tank (area above liquid level).
- H. Do not extinguish tank or cylinder fires unless shut-off can be effected.
- I. Use at least two crews with fog streams to cover the men attempting to close the valves or effecting the shut-off.
- J. L.P.G. tank that has rolled over (such as vehicle accident) may have rendered the relief valve inoperable.
- K. If personnel must operate in a precarious position, they must be protected with another fire stream.
- L. Do not park apparatus in low area - flammable vapors may have accumulated there.

3.07 CONFINEMENT

- A. If vapor is leaking use fog streams to protect exposures and direct vapor cloud.
- B. If ignition has occurred, use streams to protect the container from over heating and protect exposures from radiant and convection heat.

3.08 CONTROL

- A. Approach the fire or leak from upwind.
- B. Use a 2 ½" handline with fog stream nozzle a heavy fog streams to dissipate the vapors if possible without disturbing the liquid. Disperse vapor to safe location.
- C. Attempt to shut off leak by shutting off valves, plugging hole in container or crimping lines. Consult driver of vehicle, building/business manager or plant personnel as to possibility of shutting off fuel supply.
- D. Heavy streams should be used to divert flames from exposures.
- E. Apply heavy streams to all areas of the tank exposed to heat.
- F. The controlled burning of escaping LP Gas (which cannot be shut off by closing a valve) is a commonly accepted firefighting practice.
- G. Dry chemical and CO2 extinguishers are effective for extinguishing small L.P.G. fires.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IX Hazardous Materials Incidents
Subject:	Fumigation Emergencies
Code:	3-IX-4
Revised:	Draft

4.01 PURPOSE

To establish guidelines for the handling of emergency incidents involving fumigation material.

4.02 POLICY

It shall be the policy of this department to follow these guidelines in the handling of emergency incidents involving fumigation material and to insure the safety of fire personnel and citizens.

4.03 PROCEDURE

- A. Identify the fumigant involved. Many fumigants are highly toxic both through inhalation and skin absorption.
- B. Check placards and signs for information.
- C. Attempt to determine if a rescue problem exists.

4.04 SAFETY

- A. All personnel involved in firefighting or rescue operations should be in full protective clothing including SCBA.
- B. Evacuation of adjoining buildings and/or the surrounding area should be considered, especially down wind.
- C. Bystanders and curious observers should be kept back at a safe distance. Police assistance may be necessary.
- D. Never trust your sense of smell since many fumigation gases may quickly paralyze your sense of smell.
- E. Any department personnel or bystander who begins to feel sick or notices any unusual feeling after exposure to fumigants shall receive medical attention.
- F. Personnel shall only enter the involved structure after it has been thoroughly ventilated.

4.05 OPERATIONS

- A. Ventilation of the structure should be done from the outside while wearing breathing apparatus.
- B. Request that the dispatcher notify the fumigation company and have them respond a representative.
- C. If the structure is on fire, it is important to be aware that poison gas cylinders exposed to fire may explode, as they have no relief device or soft plugs to prevent over pressure.

- D. If gas cylinders have been exposed to heat but have remained intact, fog streams can be used to cool them down but they must not be disturbed without consulting with the supplier.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IX Hazardous Materials Incidents
Subject:	Explosives and Bombs
Code:	3-IX-5
Revised:	Draft

5.01 PURPOSE

To establish guidelines for the fire department for incidents involving bombs or explosives.

5.02 POLICY

This policy shall be followed when the department receives a bomb threat for another location, explosives brought to the station, and for explosives encountered during routine operations.

5.03 PROCEDURE

A. BOMB THREATS

1. The fire department will respond to bomb threats.
2. Crews dispatched by the Fire Alarm Office will respond CODE 3 (non-emergency). Engine Company will inform the Alarm office via radio that they are en route and then turn off mobile radio. Personnel shall document all pertinent times and information involving the alarm. All times and information shall be relayed to the Alarm Office upon completion of the alarm.
3. All cellular/wireless telephone and mobile radios shall be turned off in the event that a transmissions may initiate detonation of explosive device.
4. The Engine Company in charge will report to the Guam Police Department Officer in Charge at the scene. A runner will be used to communicate between the Command Post and the staged apparatus.
5. Engine company dispatched to bomb threats shall situate the apparatus fifteen hundred (1500) feet away from the exact location and out of the blast zone.
6. Coordinate with law enforcement personnel concerning the establishment of an operational perimeter. Consideration should be given to closing streets in the area as well as a safe location for evacuated employees. Unauthorized persons shall not be allowed inside the operational perimeter.
7. The fire department will assist in a safe and orderly evacuation of the building or area as instructed by GPD's Incident Commander.
8. Once all personnel have been safely evacuated the fire department shall standby and await instructions by coordinating authority.
9. Members of the Guam Fire Department Engine Company will not search the building or area nor become involved in bomb disposal operations. Members are not trained in recognition and identification of explosive devices and are not familiar with the building or area involved to be able to determine what belongs and what doesn't.

10. The building should be evacuated for at least thirty (30) minutes after the reported explosion time.
 11. Fire personnel are cautioned that a recent trend in terrorist bombing's is to explode a device and await the arrival of the emergency services personnel and then set off a second device to injure/kill emergency services personnel. When arriving at a bombed site information will probably not be available as to who is responsible. **EXTREME CAUTION IS TO BE EXERCISED.**
 12. In bomb threat situations, normally the decision to search for the bomb or to evacuate the building rests with the management of the occupancy.
 13. During emergency operations and during overhaul, be alert for additional explosive devices (this could be anything that may seem out of place). If an object is suspected of being an explosive device, do not touch it or allow anyone else to touch it. Notify (not by radio) the bomb squad and the Incident Commander immediately.
 14. Engine crews shall not administer a waiver for establishments that no explosives have been found and it is safe to return to the building.
- B. EXPLOSIVES BROUGHT TO THE FIRE STATION**
- In the event that any person brings a suspected bomb, explosive device, or any amount of explosives into a Fire Station, Fire Department members shall be guided by the following:
1. Secure the area around the device.
 2. Notify the Police Department by telephone, not by radio.
 3. Evacuate personnel and apparatus from the station.
 4. Obtain identification and all pertinent information from the caller or person(s) at the scene until the Police Department arrives.
 5. Do not use radios in the immediate area as they could possibly initiate detonation of the suspected device.
- C. EXPLOSIVES ENCOUNTERED DURING ROUTINE ACTIVITIES**
- Whenever explosives, suspected bombs or explosive devices are encountered during the course of routine operations, Fire Department personnel shall be guided by the following:
1. Refrain from touching or moving the suspected device.
 2. Evacuate the immediate area and establish an operational perimeter.
 3. Allow no unauthorized personnel within an operational perimeter.
 4. Contact Fire Alarm through landline and request the following:
 - a. Response of the Police Department.
 - b. Response of the bomb disposal unit
 - c. Response of the District Commander

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IX Hazardous Materials Incidents
Subject:	PCB's
Code:	3-IX-6
Revised:	Draft

6.01 PURPOSE

To establish guidelines in the protection of personnel and citizens during operations involving Polychlorinated Biphenyls (PCB's).

6.02 POLICY

Fire department personnel shall follow these guidelines to insure their protection, citizens protection, and the handling of an incident involving (PCB'S).

6.03 PROCEDURE

- A. Report on conditions to the District Commander and the Alarm Office.
- B. Notify the owner (or owner's representative) of the involved facility.
- C. Request response of Guam Power Authority and Guam Environmental Protection Agency via Fire Alarm, if public utilities are involved. (Be sure that the GPA is aware of the situation, as this will facilitate obtaining a higher priority of response.
- D. Attempt to keep personnel and apparatus upwind of the spill or fire. (The wind will have a tendency to contaminate a somewhat larger area on the leeward side of the incident.)
- E. Wear FULL PROTECTIVE CLOTHING including breathing apparatus. (You may not be able to smell the harmful vapors, which are released during a PCB leak or spill and airborne particles or mist.).

6.04 THE CHEMICAL

- A. Polychlorinated biphenyls (PCB's) are a group of organic chemicals and are known to be carcinogenic (cancer-causing).
- B. PCB's have been most commonly used as heat transfer fluids.
- C. They can range in appearance from straw colored, oily liquid to a white or yellowish waxy solid. PCB from a capacitor, which has exploded, may be black.
- D. PCB's may be encountered wherever there are transformers or capacitors. These can range from electrical transformers on diesel electric train engines to utility company equipment to capacitors in old television sets and home air conditioners. Any transformer or capacitor containing an oily liquid or white or yellowed solid is likely to contain PCB's.
- E. PCB's are highly toxic. They can enter the body by inhaling vapors, through skin or eye contact and/or by swallowing food or other PCB contaminated materials.

6.05 OPERATION

- A. Avoid contact (if at all possible) with the material.
- B. Establish an operational perimeter.
- C. Do not flush with water or allow to enter storm drains (Dike with sand, if necessary.)
- D. Utility company incidents will have an environmental safety expert dispatched to the scene; the expert will coordinate spill cleanup and proper disposal procedures of all contaminated materials, clothing, etc.
- E. For all non-utility incidents, you should notify the owner of the PCB's or facility. It is their responsibility to arrange for spill cleanup, decontamination and disposal assistance.
- F. You should also notify the Department of Public Health and the Guam Environmental Protection Agency if the spill has, or will, contaminate any waterway, including flood control channels, etc. Spill cleanup and disposal of contaminated equipment and clothing is not a Fire Department responsibility.

6.06 EXPOSURE

- A. If PCB's contact any skin areas, remove the contaminated clothing and wash the exposed skin immediately.
- B. Waterless hand soap works well and should be followed by an application of hand or facial cream to alleviate possible irritation. Be careful not to expose others.
- C. Eye contact - the liquid, or vapors, are moderately irritating to the eyes. Eyes exposed or contaminated by PCB's **SHOULD BE IRRIGATED IMMEDIATELY WITH LARGE QUANTITIES OF WATER FOR AT LEAST 15 MINUTES- THEN WASH YOUR FACE WITH SOAP AND WATER AND SEE A PHYSICIAN.**
- D. In cases of contaminate or suspected contaminated clothing (protective clothing or uniform) and/or footwear, it should be removed as soon as possible and stored in sealed plastic bags until disposal instructions are received from the Environmental Protection Agency or other authorized agency responsible for proper disposal.
- E. Never take home, wash in the station washing machine, or send to a commercial laundry any contaminated clothing, as this will spread the contamination.
- F. Apparatus and equipment contaminated by PCB's shall be thoroughly washed. On metal or non-absorbing surfaces, use rags moistened with Metrasolv or Kerosene and continue the cleanup process with rags moistened with soapy water, because all water, solvents, and rags used in the cleanup process must be retained for proper disposal.
- G. Notify all parties involved with victims of exposure (i.e. hospital, rescue squad personnel, etc.).

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IX Hazardous Materials Incidents
Subject:	Pesticide Procedures
Code:	3-IX-7
Revised:	Draft

7.01 PURPOSE

To establish guidelines for the handling of incidents involving pesticides and the safety of personnel and citizens at pesticide incidents.

7.02 POLICY

All fire department personnel shall follow these guidelines when handling pesticide incidents to afford the personnel and citizens the greatest degree of safety.

7.03 PROCEDURE

- A. Identify the pesticide involved. Most pesticides are readily absorbed by way of inhalation, ingestion and direct contact through the skin. (Most rapid absorption is through the eyes.)
- B. Check containers or packages for placards or other pertinent information.
- C. Notify dispatcher to contact ChemTrec with the following information:
 1. What happened?
 2. Where.
 3. Chemical(s) involved (chemical or trade name).
 4. EPA registered number.
 5. Type of containers.
 6. Shipper.
 7. Carrier.
- D. Make contact with facility management.
- E. Make contact with appropriate law enforcement agency and coordinate with the same.

7.04 SAFETY

- A. All personnel involved in operation should be in full protective clothing, including self-contained breathing apparatus.
- B. All personnel shall wear rubber boots instead of leather. (Leather is unable to be de-contaminated.)
- C. Members may have to utilize acid suit.
- D. Stay upwind.
- E. Keep spectators out of the area.
- F. May have to evacuate surrounding area (downwind).

- G. Any personnel experiencing any unusual feeling, tightness in the chest, nausea, etc., should receive medical attention immediately.
- H. Any personnel involved in spill or fire involving pesticides should be under surveillance for twenty four (24) hour period because symptoms of poisoning may be delayed as long as twelve (12) hours.
- I. Decontamination of apparatus, equipment and clothing should be done immediately following incident using a strong detergent.
- J. Decontamination of personnel should be done using plenty of soap and water.
- K. Pesticides can be detoxified if allowed to burn freely (complete combustion).

7.05 OPERATIONS

- A. Make the necessary notifications to the appropriate agencies or companies.
- B. Evacuate personnel and civilians to an upwind area.
- C. Isolate area and keep personnel out of smoke.
- D. Attack fire from upwind (at a safe distance).
- E. Remember possibility of BLEVE exists - pesticide containers are not vented.
- F. Use minimum amount of water and contain the run-off.
- G. Should the facility or area containing pesticides become totally involved in fire, the Incident Commander should consider letting the fire burn and protect exposures. If he/she determines to continue water application, it might have one of the following effects:
 - 1. Result will be extensive contaminated run-off.
 - 2. Result could be incomplete combustion of chemicals, resulting in a release of toxic compounds into the air thus causing a larger environmental emergency.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IX Hazardous Materials Incidents
Subject:	Radioactive Materials
Code:	3-IX-8
Revised:	Draft

8.01 PURPOSE

To establish guidelines for the handling of incidents involving radioactive material and providing for the safety of personnel and citizens.

8.02 POLICY

All fire department personnel shall follow these guidelines in the handling of incidents involving radioactive material.

8.03 PROCEDURE

- A. Size-up:
 - 1. Determine nature and extent of problem.
 - 2. Determine if radioactive materials are present.
 - 3. If a target hazard is involved, check pre-plans and confer with building management. If a vehicle is involved, check bills of lading, placards and talk with driver, if possible.
- B. Report on conditions to the District Commander or other Chief Officer.
 - 1. Provide the Chief Officer with a situation status report and the exact location of the incident.
 - 2. Request the response of the Office of Civil Defense, the Guam Environmental Protection Agency, and The Department of Defense's Radioactive Material Response Team.
- C. Establish an operational perimeter. The distance involved should be at least Two thousand (2000) feet, downed military aircraft, shall also be two thousand (2000) feet, minimum.
- D. Establish a command post.
- E. Request radiological monitoring equipment is brought to the scene.
- F. Request other resources as may be required.

8.04 SAFETY

- A. Keep personnel as far away as is possible from the involved material.
- B. Fire personnel shall wear proper protective clothing. (FULL PROTECTIVE CLOTHING -- including breathing apparatus), while inside the operational perimeter.

- C. Food, Water, Smoking. DO NOT EAT. DO NOT DRINK. DO NOT SMOKE IN THE AREA. Do not use any food or water that may have come into contact with suspected materials of the incident.

8.05 OPERATIONS

- A. Fire department personnel shall not enter the warm or hot zone unless properly trained in handling of radioactive material.
- B. All members entering the operational area shall be in proper PPE. Under no circumstance shall any member not properly suited will be allowed into the warm or hot zones.
- C. Perform (if possible) a primary search and rescue of trapped person. If any person is alive and trapped in wreckage, make every possible effort to rescue them.
- D. Segregate and detain personnel who have had possible contact with the radioactive material until they can be examined further. Obtain names and addresses of all involved in the incident.
- E. Remove injured from the area of the accident with as little contact as possible and hold at a transfer point.
- F. Take any measures necessary to save life but carry out minimal first aid and medical procedures until help is obtained from radiological team physicians or other physicians familiar with radiation medicine. When recommended by a doctor, an injured person should be removed to a hospital for treatment and the doctor or hospital should be informed when there is a reason to suspect that the injured person has radioactive contamination on his/her body or clothing.
- G. Fight fires from as far upwind as possible, keeping out of smoke, fumes, or dust arising from the incident. Treat in the same manner as fire involving toxic chemicals. Do not handle suspected material; segregate clothing and tools used at fire until they can be checked by radiological emergency teams.
- H. Request response of the appropriate law enforcement agency and coordinate with same in handling of traffic and unauthorized personnel.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	IX - Hazardous Materials Incidents
Subject:	Hazardous Materials Response Team Procedures
Code:	3-IX-9
Revised:	Draft

9.01 PURPOSE

The purpose of this procedure is to provide guidance for responding to incidents involving radioactive materials or other hazardous materials incidents.

9.02 SCOPE

This procedure applies to those personnel who have responsibility listed in Section 1.03. Furthermore, this procedure is intended for use on any response involving actual or potential radiological or other hazardous materials release.

9.03 RESPONSIBILITY

- A. Emergency Communications Center (Fire Alarm Office) shall:
 - 1. Notify Hazardous Materials Response Team (HMRT) Senior Officer and team members of the accident and dispatch equipment as required.
 - 2. Record information as required by the Emergency Communication Center Spill Response Report Form/Procedures.
- B. HMRT Senior Officer shall:
 - 1. Contact Shipper and carrier representatives.
 - 2. Complete Hazardous Materials Data Sheet (See Attachment A).
 - 3. Consult with Shipper, carrier representative, Federal Radiation Control Division or Environmental Protection Agency to review proposed actions.
 - 4. Identify and direct isolation plan.
 - 5. Decide cleanup plan or request an approved private cleanup contractor.
 - 6. Give proper turnover if a Contractor Spill Response Team is requested.
 - 7. Communicate with appropriate agencies concerning incident status.
 - 8. Be responsible for completion of all incident documents.
- C. Emergency Medical Service Personnel shall:
 - 1. Monitor HMRT member's vital signs prior to entry into hazardous environment.
 - 2. Monitor HMRT member's vital signs upon exiting hazardous environment.
- D. Incident Commander shall:
 - 1. Ensure completion of Section 12.0, Scene Safety Plan any time level A or B entry work is necessary.
 - 2. Ensure completion of this procedure.

9.04 RECORDS

- A. Section 12.0, Scene Safety Plan.

B. See attachments, this procedure:

1. Attachment A – HMRT Hazardous Material Data Sheet.
2. Attachment B – HMRT Hazardous Materials Medical Surveillance Report.
3. Attachment C – HMRT Hazardous Materials Response Summary.
4. Attachment D – Emergency Communications Center Report.

9.05 FREQUENCY

As needed.

9.06 REFERENCES

- A. NFPA 471(1997) – Recommended Practice for Responding to Hazardous Materials Incidents.
- B. NFPA 472 (1997) – Standards for Professional Competence of Responders to Hazardous Materials Incidents.
- C. 10 CFR 835.1302 – Emergency Exposure Situations.
- D. 29 CFR 1910.120 – Hazardous Waste Operations and Emergency Response.
- E. DOT 2000 – Emergency Response Guidebook.
- F. US EPA – Standard Operating Safety Guide.
- G. International Association of Firefighters – Training of Hazardous Materials Emergency Response.
- H. MSDS Pocket Dictionary – JJ Keller (1995)
- I. Transportation of Radioactive Materials Q & A – Oak Ridge Associations Universities.
- J. Guidance for Developing State, Tribal and local Radiological Emergency Response Planning and Preparedness for Transportation Accidents – Federal Emergency Management Agency (1992).

9.07 EQUIPMENT

Hazardous materials response equipment as determined by nature and scope of incident.

9.08 LOCATION

See appropriate section for type of response.

9.09 SAFETY

- A. Work within safety guidelines as specified in reference manuals.
- B. Involve appropriate Shipper, carrier, Federal and Local officials to assist in incident evaluation.
- C. The Safety Officer designated by the Incident Commander on the scene has the authority to stop any work in which safety related items may be an issue.

9.10 TERMS AND DEFINITIONS

ALARA – As low as reasonably achievable. Guidance for radiation exposure protection.

Buddy System – A method of organizing employees into work groups in such a manner that each employee of the work group is designated to be observed by at least one

other employee in the work group. The purpose of the buddy system is to provide rapid assistance to employees in the event of an emergency.

CAS Number – Chemical Abstract Service Number is a concise, unique means used to identify a chemical. CAS indexes information is published in *Chemical Abstract* by the American Chemical Society and provides index guides by which information about particular substances may be located in the abstracts.

CFR – Code of Federal Regulations – A collection of federal regulations established by law.

Control Zones – The areas at a hazardous materials incidents, that are designed based upon safety and the degree of hazard. The terms are used to describe the zones involved in a hazardous materials incidents are hot, warm and cold.

Decontamination – The physical and or chemical process of reducing and preventing the spread of contamination at a hazardous materials incident.

DOE – United State Department of Energy.

Dose – A general term for the quantity of radiation energy absorbed.

Dose Rate – The dose delivered per unit time. It is usually expressed as rads per hour or in multiples or sub-multiples of this unit, such as milliads per hour. The dose rate is commonly used to indicate the level of hazard from a radioactive source.

DOT – Department of Transportation. The regulatory agency for all transportation in the United States.

EPA – Environment Protection Agency. The regulatory agency for all environmental matters in the United States.

ERG – Emergency Response Guidebook – A booklet that provides guidance during the initial phases of transportation emergencies involving all hazardous materials.

Exposure – A quantity used to indicate the amount of ionization in air produced by X or Gamma radiation. The unit is the Roentgen ®. For practical purposes, one roentgen is comparable to 1 rad or 1 rem for X and Gamma radiation.

Hazardous Material – A substance capable of creating harm to people, environment and property.

HMRT – Hazardous Materials Response Team – An organized group of employees, designated by the employer, who are trained and qualified to perform to handle and control actual or potential leaks or spills of hazardous substances.

IC – Incident Commander – The person responsible for all decisions relating to the management of the incident. The incident Commander is in charge of the incident scene. This term is equivalent to the on-scene incident commander.

ICS – Incident Command System – An organized approach to control and manage operations at an emergency incident. The OSHA Hazardous Waste Operations and Emergency

Response regulations (29 CFR 1910.120) require that an ICS be implemented by the senior emergency response official on the scene.

LEL – Lower Exposure Limit – Refers to the lowest concentration of gas or vapor (% by volume in air) that burns or explodes if an ignition source is present at ambient temperatures.

mm Hg – A measure of pressure in millimeter of a mercury column above a reservoir.

Monitoring Equipment – Instruments and devices used to identify and quantify contaminants.

MSDS – Material Safety Data Sheet – A fact sheet summarizing information about materials identification; hazardous ingredients; health, physical, and fire hazards; first aid; chemical reactivity and compatibility; spill, leak and disposal procedures; and protective measures required for safe handling and storage.

NFPA – National Fire Protection Agency – An international voluntary membership organization formed to promote and improve fire protection and prevention and establish safeguards against loss of life and property by fire.

NIOSH – National Institute of Occupational Safety and Health.

OSHA – Occupational Safety and Health Administration – The U.S. Department of Labor's regulatory and enforcement agency for safety and health.

PPE – Personal Protective Equipment – Includes both respiratory and physical protection. One cannot assign a level of protection to clothing or respiratory device separately. These levels were accepted and defined by response organizations such as the US Coast Guard, NIOSH and US EPA.

Level A: Self-contained breathing apparatus (SCBA) plus fully encapsulating chemical resistant clothing (permeation resistant).

Level B: Self-contained breathing apparatus plus chemical resistant clothing (splash proof).

Level C: Full or half face respirator plus chemical resistant clothing

Level D: Coveralls with no respiratory protection.

Qualified Person – A person with specific training, knowledge, and experience in the area for which the person has the responsibility and/or authority to control.

RAD – Radiation Absorbed Dose – Is the unit of measure that describes the absorbed dose of radiation. A rad is one way to quantify the amount of energy received.

Radiation Authority – A Federal or local agency designated official. Responsibilities include evaluating radiological hazard conditions during normal operations and emergencies.

Radioactive White–I – 0.5 mR/hr maximum on surface; 0.5 mR/hr maximum at 1 meter.

Radioactive Yellow–II – 50 mR/hr maximum on surface; 1 mR/hr maximum at 1 meter.

Radioactive Yellow–III – 200 mR/hr maximum on surface; 10 mR/hr maximum at 1 meter.

RAP – Radiological Assistance Program – Maintained by the US Department of Energy.

REM – Radiation Equivalent Man – Is a measure of radiation dose related to biological effects.

Strong, Tight Packages – Used to transport materials with extremely low levels of radioactivity.

Type A Packages – Used to transport small quantities of radioactive materials with higher concentrations of radioactivity than those shipped in industrial packages. Typically constructed of steel, wood, fiberboard. Type A packages designs undergo more extensive testing than industrial packages.

Type B Packages – Used to transport materials with the highest levels of radioactivity. Type B Packages range from small steel drums to heavily shielded, steel casks. Type B Package designs must withstand all the Type A tests as well as a series of severe accident conditions simulated by performance testing and engineering analyses.

UEL – Upper Explosive Limits – The highest concentration of a material in air that produces an explosion or fire or that ignites when it contacts an ignition source.

9.11 RESPONSE PROCEDURES

- A. When notified of a radioactive material or other hazardous materials incident by the Fire Alarm Office, the HMRT senior officer shall request and record all pertinent information as obtained by the Fire Alarm Office on the Hazardous Materials Incident Report form (see Attachment D).
- B. Upon arrival at incident scene, the HMRT senior officer is to:
 1. Report to the Incident Command Post and receive an incident briefing from the Incident Commander.
 2. Verify initial responders using the North American Emergency Response Guidebook appropriately identified and implemented recommended ERG protective actions.
 3. Request Shipping/MSDS papers from the Incident Commander or transporting carrier representative.
 4. Complete the HMRT Hazardous Materials Data Sheet to assist in scene assessment.
- C. Upon completion of MSDS, the HMRT senior officer is to consult with Federal and local agencies to review proposed actions.
- D. Based on the IC's decision, if the HMRT is to be assigned to response duties for a long duration, the IC will request mutual aid from other agencies. A listing of needed agencies should be made and posted at the Fire Alarm Office.

FEDERAL AND LOCAL CONTACTS FOR RADIOACTIVE MATERIALS RESPONSE	MAILING ADDRESS	24 HOUR TELEPHONE
1.		
2.		
3.		
4.		
5.		
6.		

7.		
----	--	--

- E. Upon agreement to proceed, the HMRT will continue with incident stabilization following the Scene Safety Plan.

9.12 SCENE SAFETY PLAN

This portion of the Hazardous Materials Response procedure shall be filled out prior to HMRT entry and shall be updated as necessary during the course of the incident. Appropriate attachments shall be completed as required.

- A. Verify: Initial emergency responders have implemented appropriate actions as indicated by the ERG and that incident scene has been reevaluated for changing conditions or additional hazards.
- B. Verify: Attachment A – Hazardous Material Data Sheet has been completed for each hazard.
- C. Incident Command Organization: List the person(s) responsible for each job function listed below. A person may be assigned more than one job function.

INCIDENT COMMANDER		FEDERAL AGENCY REP.	
SAFETY OFFICER		LOCAL AGENCY REP.	
OPERATIONS OFFICER		LOCAL AGENCY REP.	
PUBLIC INFO. OFFICER		LOCAL AGENCY REP.	
SECURITY OFFICER		SCIENCE OFFICER	
LOGISTICS OFFICER		MEDICAL OFFICER	
STAGING AREA OFFICER		DECON OFFICER	
ENTRY TEAM			
ENTRY TEAM			
RIT			

- D. Hazard Evaluation: List all known or suspected hazardous substance and concentrations suspected to be on scene. Identify the primary hazard of each. Attachment A shall be completed for each hazardous substance involved. Additionally products may be listed in Section 13.0, Comments.

PRODUCT	CONCENTRATION	PRIMARY HAZARD

- E. Personal Protective Equipment; list specific PPE requirements as recommended by reference materials and/or MSDS.

1. When determining level of PPE for response to radiological hazard utilize the ERG guides 161-166. MSDS and information provided by the shipper.

PRODUCT	PPE REQUIREMENT

2. Upon evaluation of known and suspected potential hazards, personal protective equipment shall be selected and documented below.

LOCATION	JOB FUNCTION	LEVEL OF PROTECTION				
HOT ZONE (EXCLUSION)		A	B	C	D	OTHER
		A	B	C	D	OTHER
		A	B	C	D	OTHER
		A	B	C	D	OTHER
WARM ZONE (DECON)		A	B	C	D	OTHER
		A	B	C	D	OTHER
		A	B	C	D	OTHER
		A	B	C	D	OTHER
COLD ZONE (SUPPORT)		A	B	C	D	OTHER
		A	B	C	D	OTHER

F. Incident Scene Monitoring

1. Monitoring for hazardous atmosphere should be used in establishing the Command Post location. The Command Post should be continuously monitored for hazardous atmospheres.
 2. Incident scene monitoring must be conducted during initial and subsequent entries.
- G. Conversion factors will be conducted by the Science Officer then relayed to the Incident Commander and Operations Officer. List the monitoring instrument(s) and conversion factor or calibration information as reflected by manufacturers literature or procedure:

INSTRUMENT	CONVERSION FACTOR	CALIBRATED TO

H. Command Post Atmospheric Monitoring Results

TIME	O ₂ %	CGI %	RADIATION SURVEY

I. The following action levels are provided as EPA recommendations

1. Oxygen Indicator
 - a. Less than 19 % Monitor using SCBA
 - b. More than 25 % Discontinue monitoring; fire hazard potential
2. Combustible Gas Indicator (CGI)
 - a. Less than 10 % LEL continue monitoring with caution
 - b. 10 – 25 % LEL continue monitoring with extreme caution as higher levels are encountered
 - c. More than 25 % LEL Explosion hazard; withdraw from area immediately
3. Radiation Survey: More than 1 mR/hr Withdraw from area. Continue monitoring only upon advice from Radiation Support Personnel.

J. Scene Access Control

1. Control boundaries (hot zone, warm zone and cold zone) for the incident shall be established. These areas shall be identified on an attached map or drawn.
2. This map shall be developed prior to the initial HMRT entry. The map should include the following information.
 - a. Identification of map north
 - b. Wind direction
 - c. Command post
 - d. Staging area
 - e. Rehab area
 - f. Access control points
 - g. Contamination reduction line
 - h. Drainage points
 - i. Natural and manmade topographical features including locations of buildings, container, impoundments, pits, ponds, tanks or any other scene features.
3. Update incident scene maps as necessary to reflect changing conditions or new information.
4. Only authorized personnel shall be allowed within the incident area. Qualifications for entry include training and medical monitoring according to OSHA 29 CFR 1910.120
5. The Command Post, Staging area and Rehab area are to be located upwind from the exclusion area.

BOUNDARIES IDENTIFIED BY	
DESIGNATED ACCESS CONTROL PERSON	
COMMAND POST LOCATION	
STAGING LOCATION	
REHAB LOCATION	
WIND DIRECTION AND CONDITIONS	

K. Communications

1. All personnel involved in entry team activities shall remain in constant communication via radio, visual or verbal methods with the IC or his/her designee (HMRT Operations Officer, Safety Officer, etc.). Failure of communication requires entry team to exit the hot zone.

COMMUNICATION METHODS AT COMMAND POST		
CELLULAR PHONE NUMBERS		
FAX PHONE NUMBERS		
RADIO GROUP/CHANNEL		

L. Initial Entry Objectives

1. List entry objectives and name assignments for each team. All personnel shall be briefed on communication methods, emergency evacuation, event status, product hazards, PPE required, overall objectives and their specific job functions.

2.

NAMES OF ENTRY TEAM 1	ENTRY TEAM 1 OBJECTIVES

NAMES OF ENTRY TEAM 2	ENTRY TEAM 2 OBJECTIVES
NAMES OF ENTRY TEAM 3	ENTRY TEAM 3 OBJECTIVES
NAMES OF RIT TEAM	RIT TEAM OBJECTIVES
NAMES OF DECON TEAM	DECON TEAM OBJECTIVES

2. Prior to initiation of and upon completion of assigned tasks, each team shall be monitored by on scene medical personnel. HMRT members will be monitored as outlined in Attachment B – Hazardous Materials Medical Surveillance Report. Attachment C shall be completed for each person involved in initial entry, backup, decontamination and for those individual assigned other tasks in the incident.
3. Water or other appropriate fluids will be available at the medical monitoring station for all on scene personnel to reduce the possibilities of heat related injuries.

M. Subsequent Entry Objectives

1. List entry objectives and name assignments for each team as on Section L. All personnel shall be briefed on their specific job functions.
2. Each person listed shall read and understand the contents of the Scene Safety Plan.

N. Decontamination (Decon)

1. Decontamination procedures shall be established during the hazard evaluation process.
2. All decontamination requirements shall be documented.
3. Record necessary information as may be required by suit manufacturer to document product exposure to, length and type of exposure and decon solution.

DECON SET UP	
EMERGENCY DECON SHALL INCLUDE	
DECON EQUIPMENT REQUIRED	
DECON SOLUTION	
SUIT INFORMATION	

O. Emergency Procedures

1. The following standard emergency procedure will be used by on scene personnel. The Safety Officer shall be notified of ANY on scene emergencies and be responsible for ensuring that the appropriate procedures are followed.
2. The following hand signals shall be used in case of radio failure:
 - a. **Hands gripping throat** Out of air / breathing difficulty
 - b. **Grip partner's hand** Leave area immediately
 - c. **Hands on waist** Leave area immediately
 - d. **Hands on top of head** Need assistance
 - e. **Thumbs up** I'm Okay / I understand
 - f. **Thumbs down** I'm not Okay
3. Uncontrolled Fire / Explosion
 - a. Incident Commander, using radio or public address, will announce to all involved in the area to evacuate.
 - b. Air horns of emergency response vehicles will sound with three (3) blasts to indicate emergency evacuation.
4. Personal Protective Equipment Failure
 - a. If any responder experiences a failure or alteration of the PPE, that person and his/her buddy shall immediately leave the hot zone.
 - b. Re-entry shall not be permitted until the equipment has been properly repaired or replaced. The buddy system shall be used at all times.
5. Other Equipment Failure
 - a. If any other equipment on the incident scene fails to operate properly, the IC and the Safety Officer shall be notified and then determine the effect of this failure on continuing operations.
 - b. If the failure affects the safety of personnel or prevents additional hazards, the operation shall cease until repair or replacement is conducted.
6. Emergency Escape Routes - Routes shall be designated for exit from the hot zone in case egress cannot occur through established decontamination area.
7. In all situations, when an incident scene emergency results in evacuation of the hot zone, personnel do not re-enter until
 - a. The conditions resulting in the emergency have been corrected.
 - b. The hazards have been reassessed.
 - c. The Scene Safety Plan has been reviewed.
 - d. Scene personnel have been briefed on any changes in the Scene Safety Plan.

9.13 MEDICAL TREATMENT FACILITY

- A. Document name and location of nearest medical facility equipped to facilitate radiological or hazardous material incident injuries.
- B. Ensure that proper communication is established with medical facility and apprise them of situation and number of victims.
- C. Ensure that emergency medical services are briefed as to the proper medical facility victims are brought.

9.14 DOSIMETER (PENCIL) READINGS

DOSIMETER #	NAME OF RESPONDER	mR/hr READING STAY	ESTIMATED TIME

9.15 SIGNATURES

All scene personnel are required to read and understand the provision of the Scene Safety Plan and sign below upon completion and review.

TITLE	NAME (PRINTED)	SIGNATURE
INCIDENT COMMANDER		
SAFETY OFFICER		
OPERATIONS OFFICER		
HMRT SENIOR OFFICER		
MEDICAL OFFICER		
SCIENCE OFFICER		
DECON OFFICER		

9.16 ATTACHMENTS

- | | |
|-----------------|---|
| A. Attachment A | HMRT Hazardous Material Data Sheet |
| B. Attachment B | HMRT Hazardous Material Medical Surveillance Report |
| C. Attachment C | HMRT Hazardous Material Response Summary Report |
| D. Attachment D | Emergency Communication Center Hazardous Material Response Report |

ATTACHMENT A – HAZARDOUS MATERIAL RESPONSE TEAM

HAZARDOUS MATERIALS DATA SHEET

Note: Complete a Data Sheet Form for each hazardous material

HAZARDOUS MATERIAL											
SHIPPING NAME				DOT HAZARD CLASS							
CHEMICAL NAME				I.D #		STCC#					
PHYSICAL DESCRIPTION											
NORMAL PHYSICAL FORM			SOLID		LIQUID			GAS			
MOLECULAR WEIGHT			ODOR		COLOR						
OTHER											
RADIOLOGICAL HAZARDS											
LOCATION				DISTANCE FROM PACKAGE				READING			
ALPHA											
BETA											
GAMMA											
OTHER INFO											
RADIOACTIVE WHITE-I		0.5 mR/hr maximum on surface									
RADIOACTIVE YELLOW-II		50 mR/hr maximum on surface; 1mR/hr maximum at 1 meter									
RADIOACTIVE YELLOW-III		200 mR/hr maximum on surface; 10 mR/hr maximum at 1 meter									
CHEMICAL PROPERTIES											
SPECIFIC GRAVITY			VAPOR DENSITY								
BOILING POINT		°F	MELTING POINT		°F	PSI or mmHg at		°F	VAPOR PRESSURE		
EXPANSION RATIO			SOLUBILITY IN WATER?		YES	NO	DEGREE OF SOLUBILITY				
OTHER											
HEALTH HAZARD											
IDLH VALUE		ppm/air (mg/m)				INHALATION HAZARDS		YES	NO		
STEL VALUE		ppm/air (mg/m)				INGESTION HAZARD		YES	NO		
TLV /TWA		ppm (mg/m)				ABSORBTION HAZARD		YES	NO		
LC50		ppm/hr				SKIN		YES	NO		
LD50		mg/kg				EYES		YES	NO		
CHRONIC HAZARD											
CARCINOGEN?				YES	NO	MUTAGEN?				YES	NO
TERATOGEN?				YES	NO	HAZARDOUS TO AQUATIC LIFE?				YES	NO
OTHER											
DECON PROCEDURES											
FIRST AID PROCEDURES											
FIRE HAZARD											
FLASH POINT		°F	IGNITION (AUTOIGNITION) TEMP				°F	LEL	%	UFL	%
TOXIC PRODUCTS OF COMBUSTION											
OTHER											
POSSIBLE EXTINGUISHING AGENTS											

[illegible]

ATTACHMENT B – HAZARDOUS MATERIAL RESPONSE TEAM **HAZARDOUS MATERIALS MEDICAL SURVEILLANCE REPORT**

NAME		SSN#		DATE	
CASE #		LOCATION			
PRE-ENTRY MEDICAL MONITORING					
VITAL SIGNS		EXCLUSION CRITERIA			
BLOOD PRESSURE	/	DIASTOLIC PRESSURE >105 mmHg			
PULSE RATE		>70% MAXIMUM HEART RATE (MAX. HEART RATE = 220 – AGE)			
RESPIRATION		>24 PER MINUTE			
TEMPERATURE		>99.5°F ORAL OR < 97°F ORAL: > 100.5° CORE OR < 98°F			
WEIGHT		NO PRE-ENTRY EXCLUSION			
EKG		DYSRHYTHMIA NOT PREVIOUSLY DETECTED (ATTACH 10 SECOND STRIP)			
SKIN EVALUATION		OPEN WOUND, SORE, LARGE AREA OF RASH OR SUNBURN			
MENTAL STATUS		ALTERED MENTAL STATUS, SLURRED SPEECH OR BODY WEAKNESS			
MEDICAL HISTORY					
MEDICATIONS; LIST MEDS TAKEN WITHIN 24 HOURS					
PRESCRIPTION MEDS; TAKEN WITHIN PAST 2 WEEKS. (INCLUDING OVER THE COUNTER MEDS WITHIN THE LAST 72 HOURS)					
ALCOHOL CONSUMPTION WITHIN PAST 24 HOURS OR HEAVY CONSUMPTION WITHIN PAST 72 HOURS					
MEDICAL TREATMENT OR DIAGNOSIS MADE WITHIN LAST 2 WEEKS					
SYMPTOMS OF FEVER, NAUSEA, VOMITTING, DIARRHEA OR COUGH IN LAST 72 HRS.					
PRESENCE OF NAUSEA, VOMITTING, FEVER, HEART ILLNESS IN LAST 72 HRS.					
HYDRATION; CONSUMPTION OR LACK OF CONSUMPTION OF 8-16 OZ. OF WATER OR DILUTED ACTIVITY DRINK					
POST-ENTRY MEDICAL MONITORING					
VITAL SIGNS					
BLOOD PRESSURE	/	PULSE RATE			
RESPIRATORY RATE		TEMPERATURE			
EKG		WEIGHT			
SKIN EVALUATION (RASH, OPEN SORES, WOUNDS,					
MENTAL STATUS (ALERT / NORMAL SPEECH)					
PRODUCTS EXPOSED TO					
LENGTH OF EXPOSURE					
TYPE OF PPE WORN		SURVEYED BY		DATE	

POST-MEDICAL MONITORING FOLLOW-UP

- ◆ Repeat monitoring of vital signs every 5-10 minutes until they return to less than 85 percent of maximum pulse rate. If at 10 minutes the signs have not returned to within 10 percent of baseline, perform orthostatic vital signs.
- ◆ Determine from medical control what information regarding latent reaction/symptoms should be communicated to response personnel.
- ◆ If any of the following symptoms are present, contact medical control for directions and preparation for possible transport to a medical facility.
 - Body weight loss of greater than 3 percent or positive orthostatic (pulse increase by 20 beats per minute or systolic blood pressure decrease by 20 mmHg at two minutes standing).
 - Greater than 85 percent maximum pulse at 10 minutes
 - Temperature greater than 101° F (oral) or 102° F (core).
 - Nausea, vomiting, diarrhea, altered mental status, or respiratory, cardiac, or dermatologic complaints.

TREATMENT PROTOCOL FOR HMRT MEMBERS

- ◆ Rest time for all personnel should equal at least minimum suit time. Individuals may require additional time for re-hydration. All personnel should be informed of signs and symptoms to watch for.
- ◆ If team member is not within 10 percent baseline within 10 minutes, orthostatic vital signs should be taken.
- ◆ If personnel experience greater than 3 percent body weight loss positive orthostatic (pulse increases by 20 beat per minute or systolic blood pressure decreases by 20 mmHg at two minutes standing), greater than 85 percent of maximum pulse rate at 10 minutes, temperature greater than 101 degrees F (oral) and 102 degrees F (core) nausea, altered mental status, or any other symptoms, the medical control shall be contacted for directions and informed of a possible transport to a medical facility.

ATTACHMENT C – HAZARDOUS MATERIALS RESPONSE TEAM

HAZARDOUS MATERIALS RESPONSE SUMMARY REPORT

DATE		TIME (BEGIN / END)		CASE #	
CALLER NAME /ORGANIZATION					
LOCATION AND CALL BACK #					
MUTUAL AID INFORMED		YES	NO	CIVIL DEFENSE INFORMED	
				YES NO	
PRODUCT(S) INVOLVED					
SOLID			LIQUID		
GAS			QUANTITY		
CONTAINER			MIXED/SINGLE LOAD		
INCIDENT SIZE UP					
TYPE OF INCIDENT				TIME	
DETAILS & INJURIES					
HAZARDS					
PROTECTIVE ACTION TAKEN					
EVACUATION REQUIRED					
LOCATION					
LOCATION			DISTANCE/DIRECTION		
FIRE/LAW ENF. RESPONDING					
WEATHER		WIND		TEMPERATURE	°F
POPULATED/OPEN AREA					
TOPOGRAPHY					
WETLAND/SEWER INVOLVED					
SHIPPER					
CARRIER/ADDRESS					
CONSIGNEE/ADDRESS					
ORIGIN/DESTINATION					
BILL OF LADING NO.			WAYBILL NO.		
NOTIFICATION					
PERSONS NOTIFIED		TIME	PHONE	AGENCY/DEPT.	
AGENCIES NOTIFIED					
DOE REGIONAL RAP TEAM	YES	NO	GUAM POLICE DEPARTMENT	YES	NO
GUAM E.P.A.	YES	NO	GUAM MEMORIAL HOSPITAL	YES	NO
US E.P.A.	YES	NO	DEPT. PUBLIC HEALTH	YES	NO
AMERICAN RED CROSS	YES	NO	NAVAL HOSPITAL	YES	NO
UNITS RESPONDING					
UNIT NO.			TIME OUT	IN-SERVICE	

PERSONNEL RESPONDING									
PERSONNEL				ASSIGNMENT			ENTRY TIME		
CORRECTIVE ACTIONS / CONTROL MEASURES									
INJURIES / FATALITIES									
NAME			SSN #		INJURIES				
SUPPLY / EQUIPMENT									
MATERIAL USED DECON REQUIRED?				QTY	COST		CHARGE	CODE	
COMPLETED AND ATTACHED									
ATTACHMENT A			YES	NO	ATTACHMENT C			YES	NO
ATTACHMENT B			YES	NO	ATTACHMENT D			YES	NO

- ◆ Complete HMRT Suit Journal data sheet indicating use, exposure, suit status and inspection results. Attach Suit Journal data sheets to this report.
- ◆ If attachments are not complete or attached, provide a detailed explanation.

[illegible]

ATTACHMENT – D EMERGENCY COMMUNICATION CENTER **HAZARDOUS MATERIALS RESPONSE REPORT**

CASE NO.		DATE		TIME OF NOTIFICATION	
CALLER NAME/ORGANIZATION					
CALL BACK NO./LOCATION					
INDIVIDUAL/AGENCY INVOLVED & PHONE NO.					
PRODUCT INVOLVED					
VISIBLE MARKING/PLACARDS					
INCIDENT DETAILS (TYPE, QTY, ETC.)					
LOCATION/TIME OF INCIDENT					
SCENE ACCESSIBILITY AND PRECAUTIONS					
HAS AREA BEEN EVACUATED					
INJURIES/TYPES					
ARE PEOPLE CONTAMINATED					
IF REQUEST FOR ASSISTANCE IS FROM ANOTHER EMERGENCY RESPONSE AGENCY					
ARE RESPONDERS ON SCENE					
COMMAND POST LOCATION					
STAGING AREA					
RECOMMENDED RESPONSE ROUTE					
COMMUNICATION LINK					
RADIO FREQUENCY					
PHONE NUMBERS					
NOTIFICATIONS					
PERSONS NOTIFIED	TIME	PHONE	AGENCY / DEPT.		
COMMUNICATION TECH					DATE

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	XII – Public Assistance Operations
Subject:	Public Assistance
Code:	3-X-1
Revised:	Draft

1.01 PURPOSE

- A. To keep property damage at a minimum.
- B. To maintain a safe environment for the public.
- C. To promote public relations.

1.02 POLICY

- A. To respond to and assist the public, when possible, on non-emergency related incidents.
- B. To assess the type of service required.
- C. If service cannot be provided by the Fire Department, then refer the party involved to the proper agency, which can render assistance.
- D. Provide service as quickly as possible while not interfering with emergency requests.

1.03 OBJECTIVE

To provide policy and guidelines for non-emergency related incidents.

1.04 PROCEDURES

A. FLOODING

- 1. To respond and insure that there are no hazards resulting from the flooding. This would include electrical equipment, gas and/or oil fired equipment, etc.
- 2. Insure the safety of the occupants.
- 3. Fire Department operations do not include the pumping of flooded areas.

B. ANIMAL CONTROL

a. Domestic animal (pet) call:

- (1) The owner of the pet has to be the person calling and has to vouch that the animal has had up to date vaccinations.
- (2) The owner of the animal must be on the scene for the animal to be removed or no removal shall be performed.
- (3) If the animal to be rescued is a cat in a tree then the cat has to have been in the tree at least twelve (12) hours.
- (4) The safety of Fire Department personnel is the foremost concern in attempting to remove animals from dwellings, trees, etc.
- (5) The Officer in Charge shall determine if a member will retrieve a pet in heights. If it is permitted by the Officer in Charge members shall abide by the following:
 - (a) No animals shall be removed from trees, dwelling roofs at night.

- (b) Fire Department personnel shall wear full protective clothing to guard against animal bites and scratches.

C. PERSONS LOCKED IN OR OUT

1. Vehicles

- a. Vehicle lockouts where the motor is running and/or there is a child in the vehicle the Fire Department shall respond and provide assistance.
- b. The fire department will not try to gain entry unless the child locked in the vehicle is in distressed or may go into distress.
- c. Vehicle lockouts where the motor is not running and there is no child in the vehicle then the caller shall be instructed to call a locksmith.
- d. Determination of the person calling for assistance as being the owner or occupant should be made by the officer on the scene.

2. Dwellings

- a. Anytime a citizen calls requesting assistance in gaining entry to their dwelling or assistance in getting out of their dwelling the Fire Department shall respond and provide assistance.
- b. The Officer in Charge shall verify that the caller is the owner or occupant of the dwelling.
- c. The caller shall be advised by the officer on the scene of the chance that if entry has to be made by other means than a window that damage could be incurred.
- d. If the caller does not wish to have damage done to their dwelling then they shall be advised to call a locksmith.
- e. The safety of Fire Department personnel shall be of the up most concern at all times.

D. BROKEN WATER MAIN

- 1. Respond to location and assess the break.
 - a. How much water is flowing?
 - b. Is a traffic hazard involved?
- 2. If a traffic hazard exists, request the Police Department to respond.
- 3. Contact the Guam Waterworks Authority to respond and relay all pertinent information.

E. SEWAGE SPILLS

- 1. Contact the Guam Waterworks Authority to respond.
- 2. Insure that there is not a build up of sewer gas in the dwelling if a building is involved.

F. PUBLIC SERVICE STANDBY

- 1. Parties requesting public service standby must request through the Fire Chief's Office and specify the date, time and type of standby they are requesting.
- 2. Parties shall supply an appropriate staging area for fire department personnel and equipment.
- 3. Fire department members shall conduct activities specific to the type of standby requested.
- 4. Members shall remain diligent in their duties as public servants/caregivers and refrain from being distracted.
- 5. Members shall ensure that all fire safety regulations are complied with and enforced throughout the entire event.

6. In the event of an alarm while on a public standby the unit or company shall respond to the emergency. Once the emergency is completed and the unit shall return to the standby if their services are still needed.
- G. Members shall not accept nor request gifts or gratuity from businesses, companies, organizations or establishments that requested the standby.

GUAM FIRE DEPARTMENT

EMERGENCY OPERATIONS	
Chapter:	XI - Law Enforcement Liaison
Subject:	Law Enforcement Liaison - General Operations
Code:	3-XI-1
Revised:	Draft

1.01 PURPOSE

To establish guidelines for the request of a law enforcement officer at an emergency scene.

1.02 POLICY

Fire department personnel shall follow these guidelines when needing a response of a law enforcement officer at an emergency scene.

1.03 PROCEDURE

- A. If at any time during Fire Department operations the need for law enforcement assistance presents itself, request such assistance through Fire Alarm.
- B. If requested to the scene of a Police Operation, make contact with the officer in charge (normally there will be a Police Command Post at larger operations) and coordinate efforts.

1.04 TRAFFIC CONTROL

- A. When requesting a police response for traffic control, the request shall be made to Fire Alarm specifying the exact location of the need and fact that "traffic control" is the nature of the request.
- B. When special traffic control measures are needed, such as with hazardous materials incidents, the basic requirements may be relayed through dispatch with a request for a Police Supervisor at the Command Post.

1.05 CROWD CONTROL

The Police Department shall enforce a Fire Line as identified by the Fire Department. It is the responsibility of the Police Department to keep unauthorized persons outside the Fire Line. Authorized personnel, inside the Fire Line are the responsibility of the Fire Department, including the news media, utility personnel, etc. Command must identify the area to be controlled to the Police Department, keeping in mind the possible dangers of the situation and the area needed for operations.

1.06 EVACUATION

At incidents involving exposure of large numbers of citizens to some danger, such as hazardous materials incidents, it often becomes necessary to use Police Officers to effect and maintain evacuation of an area. In these cases it is essential that the Incident Commander and a Police Supervisor get together to coordinate manpower needs and assignments, establish perimeters and exchange information. Both departments to minimize risks to personnel and the public must share accurate and timely information.

1.07 PERSONS INTERFERING WITH FIRE DEPARTMENT

- A. When Fire Department personnel encounter interference from anyone at the scene of an incident, a specific request shall be made to the Police Department identifying the type of problem encountered and the desired action.
- B. If the situation reaches a point where Fire Department personnel are physically endangered by an unstable situation, Fire Department unit will withdraw until the Police Department can stabilize the situation.

1.08 MEDICAL EXAMINER REQUEST

- A. Dead bodies are a responsibility of the Police Department, delegated by the Medical Examiner.
- B. Requests for a Medical Examiner's response must include the response of a Police Officer.

1.09 POLICE ASSISTANCE

When providing assistance to the Police Department, coordinate with the officer in charge and provide such assistance as may be needed and as may be safe for the Fire Department personnel to provide.

1.10 COMMUNICATIONS

Communications with the Police Department will have to be made through Fire Alarm.